

# Adult Work Experience Program

## FOR BUSINESSES



### What is it?

The Adult Work Experience Program (WEX) is a program that increases business productivity at no direct cost to the business. Through the design of the WEX Program, businesses host and train an eligible WEX participant at a position within the company, while all wages are paid through the Imperial County Workforce and Economic Development Office (ICWEDO). The program allows businesses to receive new labor at no-cost and allows participants the opportunity to learn new skills, gain valuable work experience and showcase their abilities in order to be hired long-term. The WEX Program is a win-win for everyone involved.

### Is my business eligible for this program?

A WEX may be within the private for-profit sector, the non-profit sector, or the public sector. Because WEX must be planned and structured learning experiences, the entity hosting the WEX participant that meets eligibility requirements must designate an appropriate manager to provide supervision and feedback to the participant at regular intervals during the course of the program.

### What are some benefits of the WEX Program?

**Save on training costs.** All wages are paid by ICWEDO.

**Assess the talent.** As the employer, you are under no obligation to offer regular employment to the participant at the conclusion of the WEX program. Although the program is intended to provide employers with a pool of technically trained employees from which to fulfill future positions and reduce recruitment costs.

**Increase productivity.** A WEX participant can make real contributions to productivity now and help your full-time staff avoid becoming overburdened.

**Foster leadership skills in current employees.** As current employees mentor and supervise participants, they'll gain valuable leadership skills.

### How do I get started?

**Brawley AJCC**  
860 Main St.  
Brawley, CA 92227

**(442) 265-5376**

**Calexico AJCC**  
301 Heber Ave.  
Calexico, CA 92231

**(442) 265-6192**

**Calipatria AJCC  
(Satellite Office)**  
501 W. Main St. Room 4  
Calipatria, CA 92233

**El Centro AJCC**  
1550 W. Main St.  
El Centro, CA 92243

**(442) 265-5376**

**Winterhaven AJCC  
(Satellite Office)**  
676 Baseline Road  
Winterhaven, CA 9228  
**(760) 572-0222**

Or email us at [BusinessServices@co.imperial.ca.us](mailto:BusinessServices@co.imperial.ca.us)

[www.ivworkforce.com](http://www.ivworkforce.com)

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.







## On-the-Job Training Fact Sheet

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**Overview:** On-the-Job Training (OJT) is one strategy for individuals to receive training funded through the Workforce Investment Opportunity Act (WIOA).

- Provides knowledge or skills essential to the full and adequate performance of the job;
- Provides reimbursement to the employer for the costs associated with training the OJT trainee.

### Employer Benefits

- Reimbursement up to 75% of trainee's hourly wage depending on qualifications
- Employer makes all hiring decisions
- Employers save recruiting, screening and training costs
- Length of training is negotiable
- OJT trainees are managed like regular employees

### Employer Pre-screening and Eligibility Requirements for OJT

Prior to entering into an OJT agreement, pre-screening will be conducted to ensure that the employer meets the minimum standards and can provide both training and long term employment to an OJT trainee. Employers must ensure:

- Company commits to retaining OJT trainees for a period of no less than one year after the OJT contract has been completed;
- Company has operated at a current location for at least 120 days, or if less than 120 days, Company must submit documentation to prove that they are functioning elsewhere for more than 120 days, that they are not relocating, and no employee dislocation occurred;
- The OJT trainee is employed under a payroll system that includes documentation of attendance, days worked and number of hours worked per date, computation of gross wages, deductions, and net pay;
- Employer agrees that wage and labor standards will be adhered to and to pay the OJT trainee no less than the State minimum wage and at the same rates, including, increases, as trainees or employees who are situated in similar jobs;
- The employer will comply with all applicable Federal, State, and local laws and regulations, WIOA and its regulations.

### Invoicing

Invoices should be submitted to the WDO on a bi-weekly or monthly basis and must be signed by the participant, the employer and employee's supervisor(s), along with an approved WDO invoice form that identifies total hours worked during the invoice period and payment method.

### Employer Orientation

The OJT coordinator will conduct an employer orientation with each employer and/or employer representative to discuss the contract provisions and training plans. Staff will provide ongoing support to help trainee succeed.

**For more information related to this policy, please contact the  
Imperial County Workforce Development Office staff at (442) 265-7579**

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