



## SOUTHEAST LABOR DEVELOPMENT LOCAL BOARD

---

### **POLICY OF THE JOB EXPERIENCES ELEMENT OF THE YOUTH PROGRAM**

#### **I. INTRODUCTION**

The Workforce Innovation and Opportunity Act (WIOA, for its English acronym) was promulgated on July 22, 2014, and became effective on July 1, 2015. It is designed to help the persons that are searching for a job to have access to job offers, education, training, and support services to succeed in the labor market, and for the employers have access to skilled workers to compete in the global economy. In the particular case of youths (14 – 24 years old), the WIOA ratifies the commitment of the Federal Labor Department (DOL) to provide high quality services for the youths.

Pursuant to Section 129 (c) (2) (C), the Local Areas are obligated to provide youth programs, which include paid and unpaid job experience and that have an academic and an occupational educational component. This academic element has to occur concurrently or consecutively with the job experience. The job experience has the main purpose of offering the participant the opportunity to explore diverse occupations and develop skills.

Work experiences are learning activities planned and structures that take place in a determined work environment during a limited time period. These experiences can be paid or unpaid and could be developed both in the public or private sector, for profit or non-for-profit. In the case of Puerto Rico, as part of the Public Policy established by the Labor Development Program, only a twenty percent (20%) of participants will be able to be located in the public sector; that means, the municipal, state and/or federal governmental entities.

The work experiences to be developed will be in any of these four (4) types or categories:

1. Summer job opportunities and other job opportunities during the school year
2. Pre-learning programs (pre-apprenticeship)
3. Internships and job exposition (job shadowing), and
4. Job training (On-the-job Training/OJT)

## **II. LEGAL BASE**

Sections 129 (c) (2) (c) and 129 (c) of the Workforce Innovation and Opportunity Act (WIOA, for its English acronym)

Sections 681.590, 681.600, 681.610, 68.620, 681.630 of the Federal Regulation of the Workforce Innovation and Opportunity Act (WIOA)

“Training and Employment Guidance Letter” (TEGL) 23-14 of March 26, 2015; 8-15 of November 17, 2015, and 21-16 of March 2, 2017, issued by the Employment and Training Program ascribed to the Federal Labor Department (DOL)

“Training and Employment Guidance Letter” (TEGL) 13-16 issued by the Employment and Training Program ascribed to the Federal Labor Department on January 12, 2017

Planning Guidelines issued by the Labor Development Program in May 2019

## **III. POLICY FOR OFFERING JOB EXPERIENCES TO YOUTHS**

1. The Local Area must invest (expend) not less than a twenty percent (20%) of the funds allotted to youths, excluding the administration funds to offer job experience (paid or unpaid) to youths in and out of school (ISY/OSY). The job experiences to be offered will be in conformity with the categories provided in Sections 129 (c) (2) (c) of the WIOA and Sections 680.460 (a) (3) and 681.600 of the WOIA Federal Regulation.
2. The work experiences addressed to youths have to be monitored regarding the use of funds, irrespective if the activity is paid or unpaid. Some of the items to be monitored are:
  - A. Salaries, and
  - B. Personnel expenses for the development and administration of the activity.

---

### **SOUTHEAST LOCAL LABOR DEVELOPMENT BOARD**

Calle Dufresne Esquina Antonio López No. 104 Humacao, Puerto Rico 00791| PO Box 487 Humacao, Puerto Rico 00792

T (787)656-0101|656-0658| TTY (787) 656-0655

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation.

Drug and alcohol-free workplace

A proud partner of the AmericanJobCenter network

3. The percentage of the funds invested in job experiences is computed based on the total funds invested in said activities, instead of computing the funds based on the youths that received services in and out of school (OSY/ISY).
4. Pursuant to Section 680.400 of the Federal Regulation, the funds provided for job experiences cannot be used directly or indirectly to fill an available vacancy because the previous employee is on strike, is separated of their employment while a labor dispute is resolve, or because filling said vacancy is part of a labor dispute.
5. The Summer Jobs are not an element in itself of the Youth Job Experience activities. The Local Area will opt for other type of activity, provided that a twenty (20) percent of its budget is invested in job experience activities, and these comply with the legal requirements. The Summer Jobs can be part of the activities; they are another component. It is not a WIOA requirement to offer said component. The Summer Jobs must be a transition to continue studying or to obtain an unfunded employment.
6. The Youth Committee ascribed to the Local Board will be responsible for evaluating the proposal received. The Executive Director will submit the proposals to the Service Provider of Title 1-B for the corresponding action. The proposals approved by the Youth Committee will be informed in the Local Board meetings.
7. The State Board has established as a public policy the service priority to the Small and Medium-Sized Enterprises (PYMES); that is why the job experience activities must have as a priority having this sector of the economy as an ally. Therefore, only a twenty percent (20%) of participants could be located in the public sector; that means, the municipal, state and/or federal governmental entities.

#### **IV. GUIDELINES PER ACTIVITY**

---

**SOUTHEAST LOCAL LABOR DEVELOPMENT BOARD**

Calle Dufresne Esquina Antonio López No. 104 Humacao, Puerto Rico 00791| PO Box 487 Humacao, Puerto Rico 00792

T (787)656-0101|656-0658| TTY (787) 656-0655

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation.

Drug and alcohol-free workplace

A proud partner of the AmericanJobCenter network

- A. Summer Jobs opportunities and other employment opportunities during the school year – It is a planned and structured strategy with the purpose of the youth to acquire experience in the workplace during a limited period of time. It is designed to expose the youth to the work environment. It must help the youth to acquire social and personal attitudes, knowledge, and skills necessary to obtain a job. The activity will include an educational and occupational component that can be simultaneous or sequential. It can occur in or outside the workplace. **The component before mentioned will last at least thirty (30) hours.** The latter will be offered by Service Providers included in the Provider List approved each Program Year. The participant will be paid the federal minimum salary. **The Summer Job Activity for in-school youths will last a of 300 hours. In the particular case of the out-of-school youths, it will last a maximum of 500 hours. The job experiences that are not conducted during the summer months for in-school youths will have a maximum duration of 300 hours.** In the particular case of the **out-of-school youths, the activity will have a maximum duration of 720 hours.** **The number of hours will be determined based on the particular needs of each youth.**
- B. Pre-apprenticeship Programs – This activity is aimed at preparing the youths to enter and succeed in a registered learning program. The activity mentioned above will take place with registered employers, for the Learning Program, at the national level.
- C. **Internships and job exposure** – The participant has the opportunity to be led through a structured experience, taking into consideration their occupational interest or training area. **The participant will be paid the federal minimum salary. The Internship Activity for in-school youths will last a maximum of 300 hours. In the particular case of the out-of- school youths, it will last a maximum of 600 hours.** The number of hours will be determined based on the particular needs of each youth. In regard to the Job Exposure Program (Job Shadowing), this is a temporal exposure in which the youth will be exposed to a job environment; will be able to observe the skills required for the position, the employability skills, by observing them in

---

**SOUTHEAST LOCAL LABOR DEVELOPMENT BOARD**

Calle Dufresne Esquina Antonio López No. 104 Humacao, Puerto Rico 00791| PO Box 487 Humacao, Puerto Rico 00792

T (787)656-0101|656-0658| TTY (787) 656-0655

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation.

Drug and alcohol-free workplace

A proud partner of the AmericanJobCenter network

an employer's practice. The Job Shadowing activity can be developed in any industry or business and could last some hours a day, one day, one week or more, subject to the particular youth's needs.

- D. On-the-job Training – It is paid training provided by an employer to a participant while the participant is performing productive tasks in an employment that provides knowledge or skills in order to get developed at its fullest in an employment. The On-the-job Training is limited in terms of duration, taking into consideration the position for which the participant is being trained, the content of the training, the level of skills required for the position, the level of academic and occupational skills, the participant's previous experience, and the service strategy of the latter. It is aimed at youths out-of-school 18 to 24 years old. In regard with the employer reimbursement, the public policy issued by the Local Board about the maximum amount that they can receive as a reimbursement will be met. In regard with the employer reimbursement, the public policy issued by the Local Board about the maximum amount that can be reimbursed to the employer, will be met.

## **V. APPROVAL AND VALIDITY**

This Policy was approved by the Southeast Local Board in its regular meeting of December 4, 2019. It will be effective immediately after its approval, superseding the policy approved on April 4, 2018. The Executive Director will be responsible for informing the personnel within five (5) days as of its approval.

For the record, I sign the Policy in Humacao, Puerto Rico, on the 4th day of the month of December of 2019.

[Signed] \_\_\_\_\_  
Jesús E. Delgado Morales  
President  
Local Labor Development Board

---

### **SOUTHEAST LOCAL LABOR DEVELOPMENT BOARD**

Calle Dufresne Esquina Antonio López No. 104 Humacao, Puerto Rico 00791 | PO Box 487 Humacao, Puerto Rico 00792  
T (787)656-0101|656-0658| TTY (787) 656-0655

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation.

Drug and alcohol-free workplace

A proud partner of the AmericanJobCenter network