



LOCAL BOARD OF SOUTHEAST LABOR DEVELOPMENT

PUBLIC POLICY TO AUTHORIZE ACTIVITIES ADDRESSED TO CLIENTS, PARTICIPANTS, EMPLOYERS, AND SERVICE PROVIDERS THROUGH REMOTE WORK

I. INTRODUCTION

The Puerto Rico Governor, Hon. Wanda Vázquez Garced, enacted the Administrative Bulletin No. OE-2020-020, by which she decreed an emergency state related to the COVID-19 impact. In said order, a total government lockdown was ordered from March 15 to March 30, 2020. This order has been extended until April 12, 2020. It applies to the public employees who do not render essential services. The One-Stop-Centers and the services that are offered in the System were not considered essential services. To the effect of minimizing the impact of this measure to the services that are offered to participants, employers, and service providers, the Local Board of Southeast Labor Development has determined to authorize the offering of activities by means of remote work.

The Workforce Innovation and Opportunity Act (WIOA, for its English acronym) and its Interpretive Regulation it is stated that the Local Board strategies will be developed to maximize the effectivity and accessibility of the services offered to workers, persons that are searching for a job, and employers by means of the use of technology.

II. LEGAL BASE

Administrative Bulletin No. OE-2020-020 issued by the Puerto Rico Governor, Hon. Wanda Vázquez Garced, on March 12, 2020

Section 107 (d) (7) Workforce Innovation and Opportunity Act (WIOA, for its English acronym)

Sections 679.370 (h) of the Regulation of the Workforce Innovation and Opportunity Act (WIOA, for its English acronym)

III. GENERAL PROVISIONS

1. The system's officials that will work remotely will monitor the confidentiality of the documents they will use as part of the work they will do.
2. The system's officials that will work remotely will only use the equipment that they were assigned for official matters.
3. The supervisors will be responsible for monitoring the assigned work that is done according to the instructions given. If necessary, they will verify and certify the hours worked.

4. In the particular case of the participants active in work experience, transitional jobs, and Job Training activities, will make sure that the workplace is that exempt, as established in the Administrative Bulletin No. OE-2020-020 and in the Circular Letters 2020-02 and 2020-03 issued by Hon. Manuel Laboy Rivera, Secretary of Economic Development Department, related to the textile industry.
5. In relation to the Individualized Career Services (groups) and Occupational Skills Development through the Individualized Training Accounts (ITAs) modality, the participants will not be authorized to attend the entities.
6. The work group designated to organize the work inherent to this policy will orient the personnel they supervise about it and clarify all the doubts that may arise during the process.

IV. PUBLIC POLICY

1. This policy will be addressed to offer, remotely, all the services that are provided to clients and participants on the part of the system's officials, accordingly.
2. The work group designated to organize the work inherent to this policy will determine how the participants' attendance will be certified to the activities dealing with Career Services (groups) and Occupational Skills Development through the Individualized Training Accounts (ITAs) modality. Also, they will design the certification model that will be used to validate the participants' attendance, since during this time period the customary attendance sheets will not be used.
3. The Service Provider will send via electronic mail to the designated official the certifications that will be used to validate attendance. This official will use a digitalized signature to certify the documents.
4. The officials designated by Title I-B director will evaluate the documents received and certify 'the ones that comply with what is established in the attendance certification. The certifications that do not meet the criteria will be returned with a copy to the Title I-B's director via electronic mail.
5. The certifications that meet the criteria will be sent together with the Appointment Report via electronic mail to the Human Resources Analyst for the data entry in the MIP System. When the certifications are registered by the latter, the Finance Office Director will be notified electronically for the corresponding formalities.

LOCAL BOARD OF SOUTHEAST LABOR DEVELOPMENT

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

6. The Finance Office officials will be responsible for pre-intervening, posting, and paying through direct deposit the authorized transactions.
7. In respect with the Service Providers invoices, these will send the invoices and the evidence that are determined via electronic mail to the designated official in order to revise, certify, and send them to the Finance Office, together with an invoice certification for the corresponding formalities.
8. In regard with the Employers' invoices, the Service Providers will send the pay stub to proceed to prepare the invoices. The employers will certify them, and the Program designated official will recommend and send them to the Finance Office for the corresponding formalities.
9. Other activities not described in this policy, such as eligibility determination, registration, case management, follow up, and providers' identification, as evaluated by the Local Board, will be offered remotely following the applicable norms.

V. APPROVAL AND VALIDITY

This public policy was approved by ALDLSoutheast Local Board through consultation with all its members using the remote modality. The issued votes were tallied, registered, and filed by the Administrative Assistant of the ALDLSoutheast Local Board on April 1, 2020. This policy will take effect immediately after its approval. The Local Board's Executive Director will be responsible of informing its personnel as soon as it is approved.

For the record, I hereby sign the present in Humacao, Puerto Rico, on April 1, 2020.

[Signed]

Jesús E. Delgado Morales
President
Local Board Southeast Labor Development

LOCAL BOARD OF SOUTHEAST LABOR DEVELOPMENT

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