



**PUBLIC POLICY:** WIOA-06-2021-A

**DATE:** JUNE 21, 2022

**SUBJECT:** **AMENDMENT TO PUBLIC POLICY FOR THE CREATION OF THE COLLABORATIVE AGREEMENT TO ESTABLISH THE EMPLOYMENT EXPERIENCE ACTIVITY FOR YOUTH PROGRAMS AND ADULT PROGRAMS OF THE MANATI/DORADO LOCAL LABOR DEVELOPMENT AREA**

**REFERENCE:** **WORKFORCE INNOVATION AND OPPORTUNITIES ACT (WIOA PL 113-128)**

## **I. INTRODUCTION**

The Manati/Dorado Local Workforce Development Area is a local Investment area for the provision of services designated by the Governor to administer federal funds from the Workforce Innovation and Opportunity Act, better known as WIOA, aimed at benefiting residents of the areas that comprise the Manati/Dorado Local Labor Development Area in accordance with the requirements of the Law and the Local Board with respect to the provisions of the Law.

## **II. PURPOSE**

Provide direction and guidance for the implementation of Work Experiences for the Youth Program and Adult Program as a Career Service.

## **III. LEGAL BASE**

Fair Labor Standards ACT”, (29 USC §203)

## **IV. AMENDMENT**

Public Policy WIOA-06-2021, approved by the Local Board on December 17, 2021, is amended for the purposes of:

1. Include in the **PUBLIC POLICY Section** specific language regarding the obligation to formalize a Collaborative Agreement between the Local Area/Local Board and the employers that facilitate their workplaces or companies for the development of the Employment Experience activities of the Programs Youth and Adult Program according to its purposes, and so that it reads as follows:



The Local Board has determined to establish a policy that ensures that our participants receive adequate services and quality services that lead to placement in a job, for which the Local Area/Local Board must formalize a Collaboration Agreement with those employers that make their workplaces or companies available for the development of Employment Experience activities.

This agreement must include:

1. Place where the activity will take place.
2. The number of hours approved for the participant and any limitations on hours that may exist, such as if the participant is a minor and attends school or if he or she is an adult and is enrolled in some training activity, religious considerations, etc.
3. Wages and method of payment, by the Local Area.
4. Modality in which the activity will be carried out: face-to-face, remote or hybrid. In the case of the latter, the Career Planner must determine if the skills to be generated allow it.
5. Skills that the participant is expected to generate.
6. Methodology to be used by the employer to impart the skills that the participant is expected to generate as part of the Work Experience.
7. If the activity is to be carried out in remote, virtual, or hybrid mode, the employer must describe the methodology that will be used to offer the activity in the mode, as well as the mechanisms for monitoring and evaluating the participants; and
8. A clause that establishes that: "At any time, the Career Planner, according to his evaluation during the implementation of the activity, could recommend, to the Executive Director, that it be resumed in its face-to-face modality if it is understood that the participant is not acquiring the expected skills.

The agreement must also include any other clause established and/or required by law, including the corresponding legal safeguards. All employers, prior to signing the Collaboration Agreement, must submit the following documents, as applicable:

1. Valid Municipal Patent
2. Certificate "Good Standing"
3. Merchant Registration
4. Unique Permit
5. Public Responsibility Policy
6. Corporate Resolution

Work Experience activities are collaborations between employers and the Local Area. Salaries are disbursed to the participant by the Manatí/Dorado Local Workforce Development Area and subsidized with WIOA Title IB funds. Fair Labor Standards apply to any work experience where there is an employee/employer relationship, as defined by the *Fair Labor Standards Act*, 29 USC



§203”). The Public Policy of our Local Area is based on providing a planned and structured learning experience that contributes to the objectives or employment goals of the participants through measurable occupational training.”

## V. APPLICABILITY

These amendments are applicable at the time of implementing Work Experience activities, as provided in the Public Policies:

1. WIOA-01-2016: Public Policy for Services Provided through the Adult and Dislocated Worker Programs, as amended.
2. WIOA-01-2020: Public Policy for Work Experience Activities in the Youth Program, as amended.
3. WIOA-02-2020: Public Policy for Work Experience activities in the Adult Program.

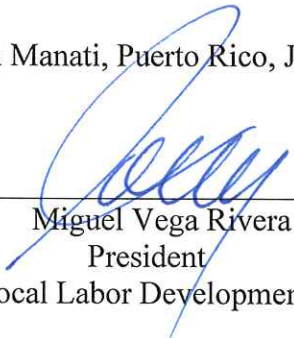
## VI. EFFECTIVE DATE


This amendment shall be effective upon approval by the members of the Manati/Dorado Local Area Workforce Development Board of Directors and the Local Workforce Development Board members. The remaining parts of Public Policy WIOA-06-2021, approved on December 17, 2021, will remain in effect.

## VII. APPROVAL AND VALIDITY

This amendment to the *Public Policy for the Creation of the Collaborative Agreement to Establish the Employment Experience Activity for the Youth and Adult Programs of the Manati/Dorado Local Labor Development Area* will be effective at the time of its approval by the members of the Local Labor Development Board and the Board of Directors of Mayors of the Manati/Dorado Local Labor Development Area.

In Manati, Puerto Rico, June 21, 2022.

  
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Miguel Vega Rivera  
President  
Local Labor Development Board

  
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Hon. María Vega Pagan  
President  
Board of Directors of Mayors

Note: In this document, the masculine gender will be used to refer to both genders to facilitate its reading. This writing style is not intended to imply the supremacy of one genre over another.