



ÁREA LOCAL
DE DESARROLLO LABORAL
GUAYNABO / TOA BAJA

Workforce Innovation and Opportunity Act (WIOA)

JOB SHADOWING ACTIVITY PUBLIC POLICY

POLICY NUMBER: WIOA 2021 -003

EFFECTIVE DATE: SEPTEMBER 29, 2021

I. PURPOSE

The Job Shadowing activity, and internship, is a category (modality) of the Work Experience activity, which is one of the fourteen (14) elements of the Federal Workforce Innovation and Opportunities Act (WIOA) Title I Youth Program. Since it is a form of Work Experience, it provides young people opportunities for career exploring and skill development.

This activity is offered so young people can learn how a competent worker or a professional performs their work by accompanying them in their work environment, as a shadow, during their daily work routine. It is designed to increase professional awareness, help model the young people's behavior through examples, and reinforcing the link between the classroom and the occupational career. It provides an opportunity for the young people to clarify any doubts with professionals working in their field of interest. This strategy consists in learning "by watching" and consists of a training period where the new employee observes another perform his or her work. The objective of Job Shadowing is for the person to get familiar with the tasks and to learn from another person by watching what they do.

II. LEGAL BASE

- Section 129 (c)(4) of the Workforce Innovation and Opportunity Act (WIOA)
- TEGL 21-16: Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance (March 1, 2017)
- 20CFR 681.600, 681.460
- Technical Assistance Guide for Young Persons (DDEC-WIOA-02-20)

III. DESCRIPTION AND SCOPE OF THE ACTIVITY

1. The Job Shadowing activity is an unpaid temporary job experience where the participant is exposed to the workplace of an occupational area of their interest.
2. The young people who participate in this activity will have the chance to see first hand the work environment, employability and career skills in practice, the value of professional training and potential career options.
3. The duration of the activity may vary from several hours to one day or from one day to one or several weeks, according to the need of the young people to explore careers by observing,

according to the approved proposal for their exploration curriculum and exposition. The total participation time in the activity for any occupation shall not exceed one hundred and fifty (150) hours.

4. Since it is an unpaid Work Experience modality, per diem may be provided to the participants per day attended, depending on the applicable support service.
5. The Local Area or Service Provider must provide accident insurance for the participants of this activity while they participate in it.
6. The participants of this activity CANNOT work in any way, as provided in the guide and in compliance with the provisions of the Fair Labor Standards Act (FLSA), 29 U.S.C. § 203 (1938).

IV. PROCESS FOR DEVELOPING THE ACTIVITY

The activity must be initiated by the participant and according to their personal work objectives.

A. Before the Job Shadowing

1. Identify the location where the activity will take place. The location is selected based on the industry or occupation, which interests the participant.
2. If the participant is a minor, the father, mother or legal guardian must provide a written consent.

B. After the Job Shadowing

1. Collect the attendance.
2. Review the participant's evaluation.
3. Discuss the work experience with the participant and the next steps to follow to meet his/her goal.

V. PROCEDURE AND OTHER APPLICABLE PROVISIONS

1. The Youth Program is specially designed with services and activities as specified in Section 129 of WIOA. Pages 4-33 of the **Technical Assistance Guide for Young Persons (DDEC-WIQA-02-20)** specify the criteria of the Career Pathway and the fourteen (14) elements of service required for the Youth In and Out of School Program. These will be used as a baseline for the service providers to design the content of the different courses, which will be offered to address the special needs of the eligible young people within the program.
2. In terms of design requirements, page 1 of the **Technical Assistance Guide for Young Persons (DDEC-WIQA-02-20)**, establishes the following:

"This is why, through this Guide, the Workforce Development State Board establishes that the young people in school and the young people out of school must receive at least the following four elements: Leadership Development Opportunities, Financial Education Alphabetization, Labor Market Information (LMI) Services and Follow-up Services. If the young people are in school, the Preparedness and Transition to Post-Secondary Education Activities element is added."

3. The process of preparing for the Registry of Service Providers for young people requires a


competitive selection process, according to the criteria established in 2 CFR 200-Uniform Administrative Requirements (See Section 200.319 et seq.).

4. specify the selection process criteria and requirements for competitive selection in order to establish the Youth Service Providers Registry.
5. The Local Area will use the *Centro de Gestión Única* (CGU/AJC) operational procedure to promote this activity.
6. The service provider contracts for this activity will be compatible with the Local Area provisions of the hiring procedure, which includes the rules mentioned above on 2 CFR 200-Uniform Administrative Requirements (See Section 200.319 et seq.).
 - Public Law 107-2020, as amended, known as the Puerto Rico Municipal Code.
 - Public Law 230 of July 23, 1974, as amended, known as Accounting Law of the Government of Puerto Rico.
 - Public Law 73-2019, as amended, known as the General Services Administration Act for the Centralization of Acquisitions for the Government of Puerto Rico of 2019.
 - Public Law 1-2012, as amended, known as the Government Ethics Law of Puerto Rico of 2011.
 - Newsletters of the Department of Treasury of Puerto Rico.
 - Regulations of the Puerto Rico Office of the Comptroller.

VALIDITY

This Public Policy will be effectively immediately after its approval.

In Cataño, Puerto Rico, today, September 7, 2021.



Mr. Oriel Ramírez Rodríguez
President
Workforce Development Local Board