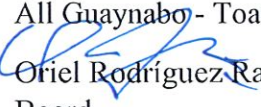




Public Policy No. 17-06

For the Advancement of Transitional Employment Opportunities

Date: December 8, 2017
To: All Guaynabo - Toa Baja Local Area Staff
From:  Oriel Rodríguez Ramírez – Chairman of the Workforce Development Board

I. INTRODUCTION

The Workforce Innovation and Opportunity Act (WIOA) authorizes local boards to offer transitional jobs, which are defined as temporary work experiences funded by WIOA, in the public, private, or nonprofit sectors. These jobs are intended for individuals facing employment barriers, experiencing chronic unemployment, or having inconsistent work histories. The purpose of transitional jobs is to help individuals establish a work history, foster employer-employee relationships, and develop the skills and abilities necessary to secure unsubsidized employment.

II. PURPOSE

The purpose of this policy is to outline the administration of Transitional Jobs funds in accordance with the Workforce Innovation and Opportunity Act (WIOA). Transitional jobs form a key component of a training program offered to individuals in the Guaynabo-Toa Baja Local Area, aiming to equip participants with the skills and work experience required to meet the needs of local employers.

III. LEGAL BASIS

- Workforce Innovation and Opportunity Act section 134 (d)(5).
- Final Regulations 20 CFR, section 680.190, 680.195, 683.275-280, 680.830-840.
- U.S. Department of Labor Circular Letter TEGL 19-16.

IV. DEFINITIONS

- Individuals with "chronic unemployment" or an "inconsistent work history" refer to those who have faced irregular and sporadic employment patterns over the past two years or more prior to participating in the program. This includes individuals who meet any of the following criteria:
 1. Have experienced unemployment for a duration of 13 weeks or more.
 2. Have experienced unemployment for at least 26 out of the last 52 weeks; or
 3. Have held three or more jobs within the last 52 weeks and are currently unemployed or underemployed.
- The term "Transitional Employment" refers to a time-limited work experience that is funded through WIOA.

V. PUBLIC POLICY

The Guaynabo-Toa Baja Local Workforce Development Board is committed to promoting transitional employment as a valuable opportunity for individuals, particularly those facing barriers to employment, to gain meaningful work experience. This service strategy aims to help participants establish a successful work history and develop the necessary skills and abilities that lead to unsubsidized employment.

This policy applies to all adult and dislocated workers participating in the program. The Local Board establishes the following criteria as public policy for transitional employment:

1. Duration: Transitional employment shall be conducted at a worksite for a limited period, lasting a minimum of 12 weeks and a maximum of 20 weeks. The specific duration will be determined based on the participant's employment objectives, background, and skill level, as outlined in their individual employment plan.
2. Hours: Participants must be provided with a minimum of 20 hours per week, but not exceed 35 hours per week.
3. Occupation Relevance: Transitional employment must be related to an in-demand occupation and offer learning opportunities and practical experience that contribute to the participant's placement in unsubsidized employment.
4. Wage: Participants in transitional employment should receive the same hourly wage as employees holding the same position, in accordance with the Federal Minimum Wage and Labor Standards Act. The GTB-LWDA may pay a maximum wage of \$10.00 per hour for a participant.



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We have support services for people with disabilities, upon request."*

5. **Wage Coverage:** The LWDA will cover up to 100% of the participant's wage during the transitional employment period.
6. **Comprehensive Services:** This service strategy must be complemented by comprehensive and supportive services that address the participant's additional needs and barriers to employment.

The transitional employment activity will be facilitated through a formal agreement among the Local Workforce Development Area, the host employer, and the eligible WIOA participant. This agreement will outline the specific occupational and employability competencies that the participant is expected to achieve, define the roles and responsibilities of all parties involved, establish the evaluation process to assess the participant's progress, detail the individual employment plan tailored to the participant's needs, and include any other necessary requirements.

This service strategy can be complemented by career and support services to provide comprehensive assistance to the participants.

It is important to note that funds from this activity cannot be utilized to fill a vacancy directly or indirectly for an employee who is on strike or involved in a labor dispute.

The GTB-LWDA is responsible for allocating no more than 10% of the WIOA funds specifically for implementing this Service Strategy.

Eligibility Requirements

The eligibility requirements for individuals to participate in the Transitional Employment activity are as follows:

1. The individual must have barriers to employment or a history of chronic unemployment or inconsistent work experience, as defined in this policy.
2. The individual must be an adult or dislocated worker.
3. The individual must be unemployed.

The eligibility requirements for employers to serve as sponsors under the Transitional Jobs activity are as follows:

1. The program is open to both for-profit and not-for-profit entities, as well as public and private sector employers.
2. The employer must designate a manager who will provide supervision and regular feedback to the participant throughout the program.
3. Participating employers must agree to cooperate with the monitoring requirements stipulated by WIOA and adhere to all other relevant local, state, and federal rules, regulations, and administrative guidelines.

The logo for American Job Center features the words "American Job Center" in a blue sans-serif font. A red star is positioned above the letter "j" in "Job". A blue curved line arches over the word "Job".

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Employers will be deemed ineligible to participate as sponsors of the Transitional Employment activity if:

1. The employer has terminated the employment of any regular, non-subsidized employee or intentionally reduced its workforce with the intention of filling the vacancy with the participant.
2. The employer attempts to hinder the promotion or reduction of hours for any regular employee.
3. The entity is an Employment Agency.
4. The business or part of a business has recently relocated (within the last 120 days) and the relocation has resulted in employee layoffs at the original location.

It should be noted that the employer is not obligated to offer regular employment to the participant upon completion of the activity. The Local Workforce Development Area (LWDA) is responsible for documenting the factors considered for the approval of transitional job training.

VI. EFFECTIVENESS

This public policy shall become effective immediately upon approval.

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