



WORKFORCE SOLUTIONS

of the Coastal Bend

CATEGORY:	Board Administration	No.: 1.0.102.01
TITLE:	Policy Development	
SUPERSEDES:	Policy # 1.0.102.00	
EFFECTIVE:	June 27, 2014	
BOARD APPROVAL:	June 26, 2014	
DATE OF LAST REVIEW:	May 15, 2014	

I. PURPOSE:

The purpose of this policy is to define the creation and approval process, writing, numbering, formatting and rescinding of Board Policies.

II. DEFINITIONS:

Coastal Bend Workforce Development Board (Workforce Solutions of the Coastal Bend)- Board of Directors (Board), President/CEO & Board Staff responsible for the planning, oversight and evaluation of the local workforce centers, operated by Contracted Service Providers.

III. POLICY STATEMENT:

As an organization, Workforce Solutions of the Coastal Bend shall have a well-coordinated and effectively managed policy development system. All future policies shall be written under this system, and past policies will be retroactively renumbered under this system.

New policies and substantive changes to existing policies shall be brought to the Board for approval.

IV. PROCEDURES:

Policy Format:

The following number system and format has been established for Board policies. Policies will be numbered chronologically with appropriate headings.

Board policies will bear a five (5) digit number, with an additional two digits added to indicate revisions. The policy number will begin with two single digits followed by a three digit number and a two digit revision number if warranted. All numbers will be separated by a period as in the following example:

1 st digit	Category (see below)
2 nd digit	Sub-Category (see below)
3-5 digit	Assigned Policy Number
6-7 digit	Generations of revision (number of times the policy has been revised)

Categories and Sub-Categories

1.0.000.00	Board Administration. A category of policies of a general nature affecting Board members and staff. Subjects may include but are not limited to administration, bylaws, policy development, code of ethics, communication processes, planning, and enabling statutes.
2.0.000.00	Budget and Finance. A category of policies, governing financial resources.

	Subjects may include but are not limited to authorization, contracts, purchasing, procurement, budgets, travel, payroll, bank accounts, recoupment of funds, and check requests.
3.0.000.00	Personnel Policies. A category of policies that pertain to personnel. Subjects may include but are not limited to benefits, compensation, separation, diversity, non-discrimination, hiring, leaves, absences, holidays, vacations, performance, and retirement.
4.0.000.00	Workforce Program Policies. A category of general policies governing workforce programs and service provision. Subjects may include but are not limited to eligibility, case management, support services, self-sufficiency, training, and staff competency.
4.1.000.00	WIA. A sub-category of policies that are specific to the WIA program and which cannot be incorporated into a general policy.
4.2.000.00	CHOICES. A sub-category of policies that are specific to the CHOICES program and cannot be incorporated into a general policy
4.3.000.00	Childcare. A sub-category of policies that are specific to the Childcare program and cannot be incorporated into a general policy.
4.4.000.00	SNAP E&T. A sub-category of policies that are specific to the SNAP E&T program and cannot be incorporated into a general policy.
4.5.000.00	Unemployment Insurance (UI) A sub-category of policies that are specific to the Unemployment Insurance program and cannot be incorporated into a general policy.
5.0.000.00	Quality Assurance & Monitoring. A category of policies governing the monitoring and oversight of grant funded activities. Subjects may include but are not limited to site visits, desk audits, risk assessment, risk management, incident reporting, EEO complaints, utilizations review, and protection of customer records, quality management, and reporting.
6.0.000.00	Property & Facilities. A category of policies that pertain to the use of Board equipment and facilities. Subjects may include but are not limited to security, parking, building use, emergency plans, safety, infrastructure, inventory, and building access.
7.0.000.00	Information Technology and Data Management Policies. A category of policies that pertain to information systems and data. Subjects may include but are not limited to data security. Uses of the Web and electronic mail, data entry, use of software programs, and use of portable equipment.
8.0.000.00	Public Relations. A category of policies that pertain to the formal communication process, and advancement and marketing of the Board and its contracted service providers. Subjects may include but are not limited to publications, public presentations, logos, response to contact by the media, and informational releases.

Policies shall be written in the following format:

- I. Purpose: Background information explaining the need and result of the policy or reasons for changes to the existing policy. This could change frequently.
- II. Definitions: Unique terms that by being defined, add to the reader's understanding of the policy. The format is *WORD*-Definition.

- III. Policy Statement: A well-articulated, authoritative expression of philosophy and direction. This statement should not change frequently.
- IV. Procedures: A general series of instructions or additional information in support of the policy.
- V. Related Policy Information: Additional policy information that may be, but is not limited to regulatory references, policy support, restrictions to the policy, policy waivers,
- VI. Responsibilities: Individual areas of responsibility followed by the functions to be performed. The format is *Area of Responsibility-Responsibility*. Example: Board Contract Manager – Review all policies and procedures for system-wide impact. Contracted Service Provider – Develop detailed procedure and ensure that appropriate staff is trained and that training is documented.
- VII. Forms and Instructions: List identifying forms and any associated instructions, such as data entry, that directly support the policy.
- VIII. Distribution: Indicated which entities should receive a copy of the policy.
- Signatures The EO Officer will review and sign off on every policy. The President/CEO will also sign off on every policy. If the Policy requires Board approval the President/CEO shall not sign the policy until after approval by the Board.

V. RELATED POLICY INFORMATION:

N/A

VI. RESPONSIBILITIES:

The President/CEO shall distribute to appropriate Board Staff. Board Staff shall implement the policy.

VII. FORMS AND INSTRUCTIONS

N/A

VI. DISTRIBUTION:

Board Board Staff Contracted Service Provider

IX. Signatures

Reviewed by EO Officer

Date

President/CEO

Date