

<b>Section-01 Organization and Administration</b>	<b>P-0100200</b>	<b>Effective Date: 03/01/2021</b>
<b>This is a new policy</b>		
<b>Delaney Rea, GCWDB Chair</b>		

## **Systems of Manuals, Handbooks and Monitoring Procedures**

The Green Country Workforce Development Board (GCWDB) will maintain a system of coordinated manuals of policies, procedures, and administrative rules that govern the organization, and are made available to all employees and, as applicable, the public.

### **I. Manuals and Handbooks**

This policy will govern the process for creation, approval, annual review and issuance of policies, operation memorandums, and procedures used by the organization.

A. Organization: A uniform system will ensure that topics are grouped by management category or like topics, so duplication is eliminated. Content sections will be as follows:

Organization and Administration	Series 010000
Information Management	Series 020000
Programs and Eligibility	Series 030000
Training	Series 040000
Compliance	Series 050000
Fiscal	Series 060000
Business Services	Series 070000
Personnel	Series 080000
Equal Employment Opportunities	Series 090000
Service Provision	Series 100000

B. Policy, operation memorandums and procedure development:

1. Board staff, employees, and sub-recipient contractors may submit a proposal for creating a new policy or revising current policy, operations memorandum and/or procedures through their chain of command to their supervising senior staff member. Proposals will be in “draft” form and consistent with agency policy/procedure formatting.
2. The senior staff member will review the draft proposal and, if approved, submit the draft to the GCWDB Human Resources and Quality Director who will assign a series number to new policies/procedures proposals or ensure the referenced number is correct.
3. Revisions to a policy/procedure within 12 months of the effective date

**EQUAL OPPORTUNITY AND NONDISCRIMINATION:** All providers must comply with WIOA’s Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity. Auxiliary aids and services are available upon request to individuals with disabilities.

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will be issued as a revision memorandum. Revision memorandums identify required revisions and are submitted through the GCWDB Human Resources and Quality Director, who will initiate the review process to the appropriate signing authority.

C. Compliance Monitoring: A system to monitor compliance with policies, procedures, administrative rules, applicable statutes and standards will be outlined.

1. All directives created in the administration of the Green Country Workforce Development Board will be developed in accordance with federal and state law, regulations and guidance.
2. GCWDB staff will present to the Board a report detailing justification for new policy or revisions to existing policy.

## **II. Responsibility for Adoption of Policies, Directives, Procedures and Operations Memorandum**

Adoption of policies, procedures and operations memorandums will occur as follows:

A. Board Policy: The GCWDB will be responsible for the adoption of policy statements during regularly scheduled open meetings. Upon the approval of the Board and the signature of the chairperson, the organization will ensure policies are distributed and are made accessible.

B. Organization Directives, Procedure and Operations Memorandum (OM): The Executive Director will be responsible for the adoption of operational directives, procedures and memorandums.

## **III. Definitions**

A. Policy: A policy is a statement of intent made by the Board and implemented by the senior leaders of the organization.

B. Procedure: A procedure is a specific, detailed series of actions that staff members must take to implement a process and comply with a policy. Procedures may be issued by board staff or the one stop operator leadership as technical assistance or as specific instructions to staff.

C. Operations Memorandum (OM): A document that applies specifically to a policy or specific topic that outlines expectations. OMs may supplement policy or contain subject matter independent of policy. OMs are issued by the Executive Director.

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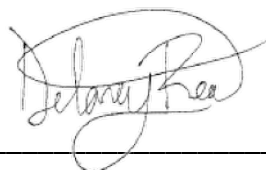
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D. Directives: An Administrative Rule, order or official instruction issued by the Executive Director or other senior level staff.

#### IV. Action

The Executive Director is responsible for compliance of this policy. The Executive Director is responsible for annual review and revisions if needed. Any exceptions to this policy statement will require prior written approval from the chair of the Green Country Workforce Development Board.

This policy will be effective immediately upon approval of the GCWDB membership.



03/01/2021

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Chair, Green Country Workforce Development Board / Date

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