

Date: June 27, 2008

To: Pacific Gateway Workforce Investment Network Staff

From: Bryan S. Rogers
WIB Executive Director

Subject: **POLICY MEMORANDUM: WDB-01**
POLICIES AND PROCEDURES GUIDELINES

EFFECTIVE DATE

This policy is effective upon date of issue. It supersedes previous policy dated April 3, 2006.

PURPOSE

The purpose of this policy is to provide directions for writing and maintaining policies and procedures used to ensure compliance and appropriate corrective actions for the Pacific Gateway Workforce Investment Network (Network).

POLICIES AND PROCEDURES

General Guidelines

1. The Quality Assurance (QA) Unit shall maintain all policies and procedures that support Pacific Gateway Workforce Investment Network system compliance.
2. The Quality Assurance Unit in conjunction with appropriate supervisors will develop policies and procedures as they relate to program and fiscal systems.
3. The Quality Assurance Unit and program supervisors will ensure that appropriate staff is trained on policies and procedures.
4. Policies and procedures shall be modified as necessary to ensure systems are updated when appropriate.
5. All policies and procedures shall be made available to all Pacific Gateway Workforce Investment Network Staff.
6. All policies, procedures, and related attachments shall be formatted according to the following guidelines:



- Paper Size: 8.5 X 11
 - Paper: Pacific Gateway Workforce Investment Network letterhead
 - Font: Arial
 - Font Size: 11-12
 - Margins: Top 2", Left and Right 1", and Bottom 1"
7. All policies to include a reference section indicating the Federal, State, or Local Board directive substantiating the policy.

Policy Implementation and Revision Process

Identification of a new policy or updates to an existing policy may be driven by administrative or program changes.

A. Administrative Driven Changes

1. Administrative driven changes may stem from the following sources: Department of Labor (DOL) legislation, Employment Development Department (EDD) Directives, local policy (County, City of Long Beach, City of Los Angeles, etc.), the Pacific Gateway Workforce Investment Board, the WIB's Executive Director, and the Network's Management.

2. Special Projects Coordinator identifies and highlights source and section/s with changes and emails the policy to Operations Officer. Operations Officer determines if changes or updates are program related or administrative only.

a. Administrative Only – Special Projects Coordinator submits a draft to Operations Officer. Operations Division issues a draft policy for a two-week turnaround comment period. Special Projects Coordinator submits final draft to Operations Officer for Executive Director approval. Once approved, policy is posted on the Network's web site. Staff, partners, and other stakeholders are notified of the new or updated policy via the City of Long Beach's e-notification system.

b. Program Related – Management identifies Subject Matter Experts (SME's) and initiates feedback submitted to the Special Projects Coordinator. Once feedback has been incorporated into the policy, Operations Division issues a draft policy for a two-week turnaround comment period. Special Projects Coordinator submits final draft to Operations Officer for Executive Director approval. Once approved, policy is posted on the Network's web site. Staff, partners, and other stakeholders are notified of the new or updated policy via the City of Long Beach's e-notification system.

B. Program Driven Changes

1. Program driven changes may stem from the following sources: Department of Labor (DOL) legislation, Employment Development Department (EDD) Directives, local policy (County, City of Long Beach, City of Los Angeles, etc.), the Pacific Gateway Workforce Investment Board, the WIB's Executive Director, and the Network's Management..
2. Initiator, i.e., WIB Executive Director or Management, notifies Operations Officer of need for a new policy or revision.
3. Initiator identifies Subject Matter Experts and initiates feedback submitted to the Special Projects Coordinator.
4. Once feedback has been incorporated into the policy, Operations Division issues a draft policy for a two-week turnaround comment period.
5. Special Projects Coordinator submits final draft to Operations Officer for Executive Director approval.
6. Once approved, policy is posted on the Network's web site. Staff, partners, and other stakeholders are notified of the new or updated policy via the City of Long Beach's e-notification system.

Stakeholder Training and/or Meeting

Once policy is issued, the Development Officer (program related) or Operations Officer (administrative related) identifies facilitator and audience for a stakeholder training and/or meeting.

CONTACT

Should you have any questions regarding this Policy Memorandum, please contact Gary Flaxman at (562) 570-3732.

Thank you.

BSR:GF:mh

Attachment

Policy Implementation & Revision Process (Addendum to WDB-01)

