Workforce System Policy Maintenance

Managing an Effective Policy Life Cycle

Introduction

The Importance of a Defined Policy Life Cycle

- Clarity

- Transparency

- Consistency

- Fairness & Equity

- Efficiency

- Optimization

Why?

The Benefits of a Defined Policy Life Cycle

- Improved decision-making
- Accountability in governance
- Agile adaptability

Workforce System Policy

Policy on Policies and Life Cycle Management

- Promote Accountability

- Ensure Transparency

- Facilitate Continuous Improvement

Policy on Polices

Parts, Processes, and Procedures

Pennsylvania's workforce system policies have four main stages in their life cycle. They are:

- Inception
- Review
- Publication & Effect
- Maintenance & Decommissioning

Inception

Workforce System Policy Writing is a Collaborative Process

- Initial Planning

- Policy Memo

- Policy Owner Draft

- DART Initial Draft Review

- Policy Owner Revision

- DART Revision Review

- BWDA Policy & Planning Coordination Services Revision

Supporting Technology

Using Available Tools to Our Policies' Advantage

- Teams Channels
  - Asynchronous DART Collaboration
  - Documented Record
- Access Roles
- Version Discipline

eral   Posts   Files

-BWDA-Policy & Pla

Certification and Continuo

Co-Enrollment

Common Identifier

ES Compliant System

Eligible Training Provi

Financial Manager

Leadership Review

Workforce System Policy is Never Published without Leadership's Review and Consent

Leadership review of draft workforce system policies is three-tiered:

- Supervisors, chiefs, ARDs

- Bureau directors

- Executive leadership

Supporting Technology

Automated Workflows and Increased Accountability

- Workflow management tool
  - Custom built
  - Maintains version discipline
  - Asynchronous collaboration

- Improved accountability

- Comprehensive, real-time reporting

Publication & Effect

A Policy's Public Life

- Public comment
  - Usually 30 days
  - All received comments are carefully reviewed and fully considered

- Systematic review
  - Six-month review post-publication
  - Annual review for maintenance

- Decommissioning

Workforce Policies and Forms

PA Workforce Development Board

Supporting Technology

Vigilance in Maintenance

- Persistent monitoring

- Six-month review post-publication

- Annual maintenance review

- Auto-generated reminders

Maintenance & Decommissioning

End of the Line

- Detailed in the Workforce System Policy Procedure Guide

- More than just removing from a web page

- Archived for historical and reference purposes

- Communication is key

Review

- Policy on Policies is a commitment to:
  - Authors
  - Audiences
  - People we serve
- Roles and Responsibilities
- A clearly defined life cycle keeps policies:
  - Accurate
  - Relevant
  - Current

Thank you!

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