



Snohomish County Future Workforce Alliance

Board Policy

Policy

- Policy: Policy Development
- Effective Date: May 12, 2020
- Policy Number: 100

Background

The Snohomish County Future Workforce Alliance Board (Board) has created this policy in order to support the consistent development and implementation of policies to support the Board.

Snohomish County staff leadership will develop an approve policy and procedures as they pertain to the operations of the workforce development board, when required by federal and/or state law and the Workforce Innovation and Opportunity Act.

Policies and procedures will be developed by Workforce Snohomish (WFS) staff when they pertain to the duties assigned as fiscal agent and are required by federal or state law and/or WIOA.

The Snohomish County Future Workforce Alliance Board (Board) has created this policy in order to assure a consistent and sustainable approach to developing, revising, sharing and implementing policies by staff, partners and contractors.

Policy

Policies are the vehicle by which the Board communicates expectations for the operation of the organization, the organization's board of directors, contractors and partners.

Policies developed by the Board will be clear and concise, and follow a standard format as shown in the Attachments listed below. Policies will be written in non-bureaucratic language to the greatest extent possible. Policies will be developed to assure compliance with the requirements of the law and the expectations of the Board, while leaving flexibility regarding the specifics of implementation.

Policies will only be developed when required by federal or state law and/or regulations. Contractors are expected to adopt policies reflective of those developed by Workforce Snohomish as indicated in the attached Procedure.

Policies may be updated at any time to reflect changes in the law, regulations, state or federal guidance or the requirements of the Board. All policies will be reviewed at least annually.

Policies will be published in a manner that is readily available to all interested parties.

All policies will be developed, approved and implemented in compliance with the policy development procedure using the formats provided in the Policy Template and Procedures Template.

Affected staff, board members, contractors and partners will implement and comply with the policy within a reasonable period time not to exceed 30 days.

Definitions

- Policies - clear, simple statements of how the organization intends to conduct its services, actions or business. Policies provide a set of guiding principles to help with decision making. Policies translate federal, state, and local expectations into clear implementation guidance.
- Procedures - descriptions of how each policy will be put into action, instructions.

Reference

- NA

Supersedes

- NA

Attachments

- Policy Development Procedure
- Policy Template
- Procedure Template