

Policy Revision

Effective Date

5/17/2023

Overview

In partnership with the CEOs, it is the responsibility of the Northeast Iowa Local Workforce Development Board (NEIWDB) to set policy for the local workforce system consistent with state policies. As such, it is the responsibility of NEIWDB staff to facilitate the process of policy development in a way that is transparent, compliant with by-laws, inclusive of stakeholders and ensures, to the degree practicable, effective, and efficient oversight of local workforce system activities.

Policy

Proposing Revisions:

1. A policy revision proposal must:
 - a. Be documented and submitted to NEIWDB staff using the Policy Revision Request Form.
 - b. Must include appropriate data to substantiate the need for the policy change.
2. NEIWDB staff will ensure the Policy Revision Request Form is complete and will coordinate with the appropriate NEIWDB committee so policy revision requests can be added to agenda, reviewed, discussed, and approved for submission to the local board.
3. Consultation from CEOs may be required if a revision impacts board operations.
4. If the appropriate NEIWDB approves revision, it must be submitted for review and approval by either the NEIWDB or Executive Committee (to be determined by whichever body is scheduled to meet next).
5. If there is a suggested “new” policy the Policy Revision Request Form still needs to be completed with appropriate data submitted for the need for the policy addition needs to be attached.

Review and Approval

1. **If Significant Changes Needed.** If the NEIWDB or Executive Committee requests significant changes, or changes that fundamentally alter the purpose or goal of the original policy revision, the request for change as well as justification must be documented and returned to the committee from which the revision request originated to be reviewed, edited, and resubmitted.
2. **No Significant Changes Needed.** After either the NEIWDB or Executive Committee approves of revision, the final approved language will be:
 - a. Finalized within a revised version of the policy using Policy Format Template.
 - b. Added to the Northeast Iowa Local Policies and Procedures document.
 - c. Filed in the internal NEIWDB staff policies folder.



Local Policies – Title IB Programs

- d. Published on the external NEIWDB website.

Implementation

1. Communication
 - a. Memos, training, QA sessions may be developed and implemented, arranged, and administered by committee members and/or board staff to increase stakeholder awareness and understanding of policy revision requirements.
2. Execution
 - a. The committee must establish a reasonable implementation timeline for policy revision(s), especially those that cause changes to established processes, procedures, forms and/or other practices that impact program administration and providing service(s).

Evaluation

- a. The NEIWDB staff will facilitate policy review every two years. The effective, approved and, the last amended date will be included on each policy in the Northeast Iowa Local Policies and Procedures document.
- b. If state and/or federal policy changes alter local policies those will be reviewed and evaluated to adjust to those modifications.

Attachments

- a. Policy Revision Request Form



Local Policies – Title IB Programs

Attachment A: Policy Revision Request Form

(Complete and submit to Northeast Iowa Local Workforce Development Board Staff Member)

Policy Revision Originator Details

Date Submitted:	
Originator Name:	
Email:	
Phone Number:	

Policy Revision Details

Policy Name:	
Policy Type: (Check one)	<input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Deletion
Statement: (insert a statement on why this policy needs revised)	
Suggested Changes:	
Note: If this is a revision, attach a copy of the current policy as well as a tracked changes version to this document.	