

	POLICY A05: POLICY DEVELOPMENT
	APPROVED: NOW – 4/28/2017
	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED

PURPOSE

Oregon Northwest Workforce Investment Board doing business as Northwest Oregon Works has created this policy in order to assure a consistent and sustainable approach to developing, revising, sharing and implementing policies by staff, partners, and sub-recipients/contractors.

POLICY

Policies are the vehicle by which Northwest Oregon Works communicates expectations for the operation of the organization, the organization’s board of directors, contractors/sub-recipients and partners.

Policies developed by Northwest Oregon Works will be clear and concise, and follow a standard format as shown in the forms 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 Northwest Oregon Works, while leaving flexibility regarding the specifics of implementation.

Policies will only be developed when required by federal or state law and/or regulations or when necessary to communicate expectations critical to the effective management and oversight of the organization, its board, sub-recipients/contractors, and the Northwest workforce system.

All new and revised policies will be provided to the Northwest Oregon Works Board of Directors via consent agenda for approval. Because board meeting agendas and packets are public documents, any member of the public has the opportunity to comment on policies included the agenda packet. Board members who have questions regarding policies included in the board agenda may request the removal of these policies from the consent agenda for discussion and potential action. Policies may be updated at any time to reflect changes in the law, regulations, state or federal guidance or the requirements of Northwest Oregon Works. All policies will be reviewed at least annually.

Sub-recipients/contractors are expected to adopt policies reflective of those developed by Northwest Oregon Works as necessary. Affected staff, board members, sub-

recipients/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.

REFERENCES

None

SUPERSEDES

None