

Kansas Department of Commerce
Workforce Services
Policies and Procedures Manual

Policy Number: 5-00-00 (Replaces Policy Number 1-01-05)

Originating Office: Workforce Services

Subject: Workforce Services Policy Process

Issued: July 1, 2016

Revised: June 14, 2016

Programs: Select federally funded workforce programs administered by the Kansas Department of Commerce.

Purpose: To transmit state policy and guidance regarding developing, reviewing, and distributing new and updated policies for select federally funded workforce programs administered by the Kansas Department of Commerce.

Reference: None

Background: This document applies to all workforce policies including select federally funded workforce services development policies issued by the Kansas Department of Commerce.

Action: The procedures described in this document should be made available to all associates responsible for overseeing select federally funded workforce programs.

Contact: Questions should be directed to the **KANSASWORKS** State Board Manager:
workforcesvcs@ks.gov

Attachment: None

Workforce Services Policy Process

Definitions

Subject Expert: Commerce Staff person overseeing program for which the policy is being developed or revised.

KWSB: KANSASWORKS State Board.

KWSB Workforce Alignment

Committee: Reviews policy and recommends approval to KWSB.
(The committee is to ensure the system is aligned with workforce, education and economic needs by linking partnerships and initiatives with Kansas companies, educational institutions and various state agencies).

KWSB Director: Commerce Staff Person responsible for overseeing KWSB activities.

KWSB Manager: Commerce staff person directed to carryout KWSB activities.

Deputy Administrator, Policy:

Commerce Staff person responsible for providing policy guidance and technical assistance.

State Level

Changes: Non-Substantive changes the state of Kansas proposes or mandates including procedural changes (e.g. contact information, reference to state function, term revisions per Commerce Communications Guidelines, adding attachment detailing format of an email message, rewrites to clarify with changing policy intent, etc.)

Federal Level

Changes: Changes the Federal Government mandates.

Policy Level Changes

This policy is to transmit state and federal policy, which would include additions, deletions and modifications to the policy statements of the **KANSASWORKS** State Board. Policy changes require approval of the Workforce Alignment Committee prior to release for public comment and approval of the KWSB to adopt.

Procedure to Change Policies

1. Subject expert drafts new policy or revised current policy and sends redlined version via email to Deputy Administrator.
2. KWSB Manager sets format, proofs for grammar and punctuation and assigns policy number. Changes are tracked and a redlined version is returned to the subject expert. The subject expert is to accept or reject the changes and forward draft to staff tasked to review and proof the policy.
3. The subject expert develops talking points summarizing the new or revised policy and reviews them with the Workforce Alignment Committee for approval.
4. The KWSB Manager posts a clean and redlined version on the policy website and notifies all interested parties that public comments are being accepted. Public comments are submitted to workforcesvcs@ks.gov.
5. The KWSB Director, Deputy Administrator and the subject expert meet to review the public comments and recommend action to take based on comments received.
6. Policy approval action at the following KWSB meeting will take place.
7. The KWSB Manager posts the policy on the policy website and notifies interested parties of its approval.

Rescission Process

1. The subject expert circulates policy to the KWSB Director and the Deputy Administrator to obtain approval to rescind/eliminate the policy.
2. The subject expert provides a summary as to the need to rescind the policy.
3. The KWSB Manager is notified of the policy rescission and tracks the information (e.g. date, person requesting rescission, reason for rescission, etc.)
4. At the KWSB Workforce Alignment Committee meeting:
 - a. The KWSB Manager will provide a list of proposed policies to rescind.
 - b. The subject expert(s) will summarize reason for rescissions.
 - c. If the KWSB Workforce Alignment Committee approves rescissions the policies are archived.
 - d. If the KWSB Workforce Alignment Committee requests reassessment of proposed rescission or does not approve the request, the subject expert will reconsider the rescission.
 - e. If the policy remains necessary to eliminate the subject expert will provide a follow-up summary to the KWSB Workforce Alignment Committee.
5. Once the rescission is approved by the KWSB Workforce Alignment Committee the policy is archived on the **KANSASWORKS** Policy Website and notifies interested parties.
6. The KWSB Workforce Alignment Committee Chair reports action taken to the KWSB.