

## **UPSTATE WORKFORCE BOARD**

### **Instruction Letter Policy**

Local Instruction Letters are the official communication tool of the Upstate Workforce Board to its staff, grantees, partners, or other entities. Oftentimes, Local Instruction Letters are issued in response from formal guidance received by SC Department of Employment and Workforce in the form of a State Instruction Letter or through the US Department of Labor through Training and Employment Guidance Letters. Local Instruction Letters are also issued to communicate local board policies, instructions, or guidance and are intended to be communication to contractor staff outside of the Upstate WB office. These letters are not the same as the internal policies for Workforce Board staff, as those are issued separately.

All applicable instruction letters can be found on the Upstate WB website and in notebooks in the Executive Director's Office. A list of Local Instruction Letters will be kept by letter number as well as an additional list by subject matter.

In issuing Local Instruction Letters, the following procedure will be followed:

1. An Upstate WB staff member may use the attached Local Instruction Letter Template (Attachment 1) to DRAFT an instruction letter including all required information and any attachments necessary. The staff member WILL NOT assign a Local Instruction Letter number.
2. The staff member must forward the draft version of the Local Instruction Letter to the Executive Director for assignment of its number and approval.
3. The Executive Director will print one complete copy (including attachments) and sign the Local Instruction Letter. The Executive Director will log the new Local Instruction Letters in the List by Number and the List by Subject. The Executive Director will forward the original, signed version along with both lists to the website manager.
4. The Upstate WB website manager will upload the new instruction letter and the new lists to the website and will inform staff members that the upload is complete.
5. The website manager will then forward all documents (originals) to the Executive Director for filing in the main two notebooks kept in the Executive Director's Office. The Executive Director will remove expired or replaced instruction letters from the active book to the expired Instruction Letter books.
6. It is the responsibility of the appropriate Upstate WB website manager to inform grantees or others affected by the Local Instruction Letter that it is available for their viewing on the website.