

## TRIDENT

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### Trident Workforce Investment Board Workforce Investment Act

#### CREATION AND REVISION OF POLICIES

**TO:** SC Works Trident Operators and Youth Contractor

**ISSUANCE DATE:** May 15, 2012

**EFFECTIVE DATE:** May 15, 2012

**SUPERSEDES:** June 30, 2008, July 1, 2007

**SUBJECT:** Creation and Revision of Policies

**PURPOSE:**

The purpose of this policy is to establish guidelines for the creation of new policies for the Trident Workforce Investment area contractors and staff.

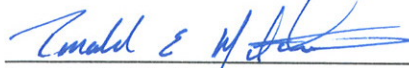
**POLICY:**

The following guidelines for the creation of new workforce policies have been developed to ensure that all SC Works Trident staff and contractors conduct programs in compliance with the WIA regulations, and State and local board policies.

**PROCEDURES:**

The Berkeley Charleston Dorchester Council of Governments (BCDCOG) staff will develop and revise policies and make recommendations to the appropriate committee based on WIA Regulations, Instruction Letters issued from the SC Department of Employment and Workforce and to meet the needs of the local area.

- Recommendations for approval will be forwarded from committee to the Executive Committee or Full Board, for final approval.
- Once approved, policies will be forwarded to the Executive Director of the BCDCOG for his signature.
- Policies will be distributed at the Continuous Improvement Team (CIT) meeting and placed on the intranet.

  
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Ronald E. Mitchum, Executive Director  
BCDCOG

May 15, 2012  
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Date