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**WORKFORCE INVESTMENT
ISSUANCE PY 03-04**

Jane English, Executive Director

November 14, 2003

To: Area Operations Chiefs, ES Regional Supervisors, ES Program Supervisors, ES Staff, DVOPs and LVERs

Subject: Operational Policies for AWIB Staff

1. **Purpose:** To inform all Wagner-Peyser Staff, DVOPs and LVERs of the agency's policy regarding the CATS and 1120 timesheets, leave record cards, leave, travel vouchers, performance appraisals, and the Chain of Command.
2. **General Information:** The integration of Employment Services and Veteran Services, under the operational control of the AWIB, has brought about some concerns that need to be addressed.

Due to lack of staff trained in processing CATS and ESD-Ark-1120's in both the AESD and AWIB, the following policies have been developed to provide a uniform method of operation. The UI Manager will sign CATS and 1120 timesheets for all AWIB staff. The same AESD employees who were keying them, prior to November 3, 2003, will key them. Leave record cards will be processed by the same individuals who were responsible for that function prior to November 3, 2003. The UI Manager will batch and forward all cost center CATS and 1120's together for all AESD and AWIB employees within that cost center. When AWIB staff are involved in timesheets, time for that function would be charged to the appropriate AWIB project code. Likewise, when UI staff are involved with timesheets, that time would be charged to the UI project code.

The formal chain of command for all ES local staff is the following: ES Program Supervisor; ES Regional Supervisor; AOC; Ron Stone; and Jim Case. DVOP/LVER staff will *coordinate* with ES Program Supervisors and ES Regional Supervisors, but will report directly to the appropriate AOC. In local offices with an ES Program Supervisor, requests and approval of leave will be through that ES Program Supervisor. In local offices where there is no ES Program Supervisor, requests and approval of leave will be submitted to the appropriate ES Regional Supervisor via mail, email, or fax. This process will cover all AWIB staff, including DVOPs and LVERs.

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Mike Huckabee
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The local ES Program Supervisor will approve Travel vouchers (TR-1) in those cases where that supervisor is located in the same office. If an office does not have an ES Program Supervisor, then all AWIB travel vouchers, including DVOP and LVER, will be forwarded to the appropriate ES Regional Supervisor for approval.

There will be occasions when the designated supervisor is not available, due to illness, leave, etc. In these cases, the following order of priority should be followed for authorized signing for leave and/or travel vouchers. The ES Program Supervisor is always the first choice, the Designated ES Regional Supervisor is the second choice, and the appropriate AOC is the third choice. The intent here is to approve leave and travel without delay, and at the same time, have the approval completed by the supervisor who has the best knowledge involving the document being approved.

The ES Program Supervisors will do performance appraisals for all AWIB non-supervisory staff in local offices, with the exception of the DVOPs and LVERs. The ES Regional Supervisors will do all non-supervisory performance appraisals for offices where there is not an ES Program Supervisor. The AOC's will do performance appraisals on all Program and Regional Supervisors and for all DVOPs and LVERs.

DVOP and LVER staff will submit a weekly itinerary to the ES Program Supervisor or appropriate ES Regional Supervisor, by COB of each Friday for the following week.

3. **Action Required:** Please notify all appropriate staff members regarding the contents of this Memorandum.
4. **Inquiries:** Direct any questions concerning this Memorandum to the appropriate AOC.
5. **Expiration Date:** Continuing.