



Division of Workforce Development
 Administrative Policies and Procedures

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|---|----------------------------------|---|
| Subject: Please give the policy a short but effective title. | Issued: Month ##, Year | Approved: <i>Director's Signature</i> |
| Function Area: Administration | Revised: | Page: 1 of ?? |

I. PURPOSE

What is the purpose of this Policy?

II. POLICY

What are the "Rules" regarding this policy?

III. PROCEDURE:

This procedure describes the steps to take when . . .

| RESPONSIBLE PARTY | ACTION |
|--|--|
| Title of person that must take the first action | <ul style="list-style-type: none"> Action to be taken Do this first Other action to be taken |
| Next person in the chain of action | <ul style="list-style-type: none"> Action to be taken Do this second Other action to be taken |
| Continue listing "people" that need to take action. List them in the order of the action to be taken. Some "people" may be listed more than once because they are dealing with the issue multiple times during the process. | <ul style="list-style-type: none"> Action to be taken Do this third Other action to be taken |
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