

To: Indiana Department of Workforce Development Employees

From: Indiana Department of Workforce Development (DWD)

Date: March 7, 2024

Subject: DWD Memorandum 2023-11
Various Rescissions of Internal DWD Policies

Purpose

The purpose of this memo is to rescind several outdated internal DWD policies. In most cases, new guidance is available through the State Personnel Department (SPD).

Rescissions

Rescinded Policy Number & Subject	Reason for Rescission	Current Guidance
2010-20 Policy for Personal Long Distance Telephone Calls and Use of Personal Communication Devices	DWD is no longer charged for long distance phone calls.	N/A
2010-02 DWD Employee Attendance Reporting and Time Distribution via PeopleSoft	Policy content is addressed in other guidance.	<ul style="list-style-type: none"> SPD: PeopleSoft HR Training¹
2008-38 Use of State Assigned Vehicles	DWD no longer uses state assigned vehicles.	N/A
2008-13 Compensatory Time Charging for Indiana Department of Workforce Development's (DWD) Overtime Exempt Employees	Policy content is addressed in other guidance.	<ul style="list-style-type: none"> SPD: Hours of Work and Overtime Policy²
2008-02 Lactation Support Policy	Policy content is addressed in other guidance.	<ul style="list-style-type: none"> SPD: Support for Nursing Mothers Policy³

¹ [SPD PeopleSoft HR Training](#)

² [Hours-of-Work-and-Overtime-Policy-11-27-16.pdf \(in.gov\)](#).

³ [Support for Nursing Mothers Policy.pdf](#).

Action

All agency employees should familiarize themselves with this memo and abide by the current guidance listed in the table above.

Effective Date

Immediately.

Ending Date

Upon rescission.

Additional Information

Questions regarding the content of this publication should be directed to policy@dwd.in.gov.