INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

TO: Indiana's Workforce Investment System

FROM: Charles R. Gillespie
Chief Financial Officer

DATE: July 31, 2013

SUBJECT: DWD Policy 2013-02
Rescission of DWD Policy 2008-07 and DWD Policy 2009-04

PURPOSE
To formally rescind DWD Policies 2008-07 and 2009-04.

CONTENT
DWD Policy 2008-07, entitled "Limited Personal Use of State Resources" is outdated and has been effectively replaced by the Indiana Office of Technology (IOT) Information Resources Use Agreement (IURA), which must be completed by all employees of the State of Indiana. Effective immediately, DWD 2008-07 is rescinded. The IURA may be found at the following website:
http://www.in.gov/iot/files/information_resources_use_agreement.pdf

DWD Policy 2009-04, entitled "Required Training for all Indiana Department of Workforce Development Employees" is also outdated and will be rescinded immediately. Training required by all DWD employees is initially completed at the time of new employee on-boarding, and any annual/bi-annual updates are monitored by the State Personnel Department (SPD), IOT, and the Department of Workforce Development's (DWD) Human Resources Department.

Questions regarding these rescissions should be forwarded to DWD's Human Resources Department.

OWNERSHIP
DWD Human Resources
10 North Senate Avenue
Indianapolis, IN 46204
ltwyman@dwd.IN.gov

EFFECTIVE DATE
Immediately

ENDING DATE
Upon rescission

ACTION
Managers and Supervisors throughout Indiana's workforce system shall ensure that the rescinded policies are removed from circulation and updated with appropriate guidance.