Report on Department Policy

Department: Arkansas Department of Education _____

Secretary: Johnny Key_____

The primary purpose of this report is to review existing policies and prompt an analysis of the opportunities for the integration of division policies within your department for standardization. An analysis of *policies* should consider all relevant factors including outdated processes, duplication across divisions, unique requirements, and opportunities for standardization. This analysis should take a holistic approach for developing action plans to deliver efficiency and effectiveness improvements while maintaining standardization across the Department**.**

Policy Integration Project

1.1. Provide a brief description of integration opportunities across divisions for policy standardization at the department level where practicable. What is the action plan for integrating policies? What are the benefits?

ADE is actively working to create a uniform policy manual for all divisions within the department. The areas of focus will include but aren't limited to the following:
- Travel and Expense Reimbursement
- Arkansas Healthy Employee Lifestyle Program
- Financial Management
- Technology
- Human Resources – including performance evaluations, discipline, grievance, and privacy

The Transformation Action Team (TAT) policy subcommittee reviewed all divisions' policies and created recommendations to of best practices. ADE senior leadership is now reviewing the recommendations and working to create uniform policies for all divisions.

This process has allowed for input from all divisions into the new uniform ADE policy manual. This allowed ADE to create a time saving process utilizing team members who had prior working knowledge of their unique policies. This ability to seamlessly compare policies was not only efficient, but it also maximized employee capacity and allowed for the true best practices to be shared and identified.

1.2. What steps will you take to gather the necessary information to determine whether division policies can be integrated? Address any key division requirements preventing policy integration if applicable.

Members of the TAT committee uploaded policies into a Google folder that allowed for access and review by members of other divisions. The committee then created a new document to share policy suggestions including edits, revisions, and coordination. The only issues involving policy revision within ADE include Arkansas School for the Blind and Arkansas School for the Deaf. As these divisions are state agencies which operate as schools, they have separate policies which contain regulations specific to teachers and educators. With that exception for those specific school policies, all other policies will be integrated into one ADE policy manual for all employees.

1.3. Are there any anticipated costs associated with revising and standardizing policies? Does your current budget have sufficient funds to cover all anticipated costs?

There are no costs associated with revising and standardizing ADE policies. We will create and publish in house.

1.4. What is the implementation timeline and key action steps for this policy roll-out? How will you communicate this timeline and policy roll-out to division stakeholders?

The implantation timeline will occur within 2020. The policy adoptions and required technology updates will occur by Summer 2020 with onboarding and full implementation by Fall 2020.

ADE will use First Friday meetings, department wide gatherings, emails, webinars, and scheduled trainings to communicate the timeline and policy rollout to stakeholders.

1.5. How could the Department of Transformation and Shared Services provide support to your Department?

ADE will rely on TSS to help provide model policies and trainings to support the development and implementation of ADE's proposed plan for policy standardization.

Additional thoughts/comments: