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www.yrci.com/hr

Policy Development

Insight

HR Policy is not just a means to achieving compliance with federal laws and Office of Personnel Management (OPM) mandates. It's a way to bring efficiency and uniformity to an agency or department. HR policy, when combined with processes, can establish an agency-specific approach for achieving success and regulatory compliance.

HR policy requires drafting and revising in response to changing technologies, missions, laws, regulations, and presidential memorandum. Policy can also be driven by the result of audits. Agencies often look for insight when developing or revising HR policy, seeking the benefit of lessons learned from policy implementations outside of their agency.

YRCI has helped new agencies draft all of their HR policies, in addition to assisting established agencies with new and existing policies. We've developed processes and procedures to carry out HR policies, from procedures for electronic Official Personnel Folder conversion to entire staffing processes. Our policy experts are ready to help your agency develop HR policies and procedures to thrive in this new era of government.

Initial Steps

YRCI takes a holistic approach to developing HR policy. We look at the area in which policy needs to be developed and determine what federal regulations, OPM guidance, and other government-wide references should be incorporated. For example, a policy on recruiting and announcing vacancies touches several areas where there are standing federal regulations and guidance, including the Code of Federal Regulations; OPM guidance on veterans preference, suitability processing, and delegated examining; and even the President's Comprehensive Recruitment and Hiring Reform memo. After compiling the rules and regulations that must be factored into the agency's policy, we investigate the goals of the agency and its HR office, and help build policies that fit within the established guidelines, but are tailored to work for the agency in reaching its specific goals.

Policy

While OPM provides guidance on a number of HR operations, OPM expects agencies to develop their own policies for items such as Merit Promotion Plans or payroll processes. YRCI works as an integral partner with our HR customers to develop policies for such areas as:

- Merit Promotion Plans
- Category Rating policies
- Disabled Veterans Affirmative Actions Program policy
- Recruitment, Retention, and Relocation Incentives policy
- Performance management policies
- Employee relations and labor relations policies
- Pay administration policies
- Quality of work-life initiative policies, such as flex-time policies

This represents only a small portion of the policies YRCI develops. The benefit of YRCI's broad experience with policy means we are able to bring the insight of policy implementation at many other agencies.

Processes and Procedures

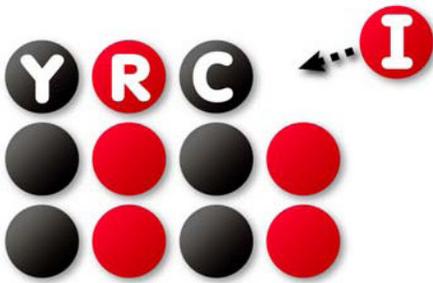
Policies often need an approach to be effectively carried out. Well written processes and procedures help HR staff carry out actions that adhere to policies. Examples of processes and procedures we have helped produce include:

- Delegated examining procedures
- Staffing processes, from vacancy announcement to job offer
- Procedures for interviewing applicants
- Procedures for processing political appointments
- Procedures for processing payroll actions

We have developed several documented processes, procedures, and workflows for previous HR projects that may be helpful for your organization.



HR Services



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Policy Development

About YRCI

YRCI is a federal contractor providing a variety of HR support services, including policy development. Founded in 2001 as a veteran-owned business, YRCI has grown to support more than 80 unique federal customers and has received many awards along the way.

Past Performance



Federal Mine Safety and Health Review Commission (FMSHRC). YRCI revised FMSHRC's policy on performance management for members of their Senior Executive Service. Additionally, we drafted

new policies on performance-based actions and performance management. Finally, we developed two separate HR policy handbooks, one for employees and one for supervisors.



Millennium Challenge Corporation (MCC). YRCI helped MCC develop new policies and revise old ones in response to an OPM audit. We helped develop a Merit Promotion Plan, in addition to a Category Rating policy, Recruitment,

Retention and Relocation Incentives policy, Clarification of Promotion Request policy, and many other policies. Our staff helped develop policies and procedures, including delegated examining procedures, steps for creating a crediting plan, and guidance on performing interviews. Finally, we developed templates and models for HR activities, such as a model position description and cover sheets.



U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS).

YRCI provided policy support to NRCS in preparation for an OPM audit. We drafted policies on such subjects as workers compensation, pay administration, teleworking, and an internal policy for the Federal Career Internship Program.



Pension Benefit Guaranty Corporation (PBGC). YRCI prepared an

evaluation of PBGC's awards program. We prepared a report that included a summary of PBGC's current awards program, an evaluation of the effectiveness of each facet of the program, and recommendations for change. Our personnel interviewed PBGC managers and employees to obtain feedback about the awards program. In addition, YRCI personnel developed both Discipline and Grievance Directives that implemented best practices across the federal government and met the needs of PBGC.



Department of Homeland Security, Headquarters (DHS HQ). When DHS HQ was an entirely new agency, YRCI

provided input on developing policies tailored for this new entity. We then developed extensive processes and procedures to help carry out those policies in the most efficient manner possible. For example, we developed a paperless staffing process that, when implemented, averaged a 25 day hiring cycle in a Title 5 environment, where a 45 day hiring cycle is the established standard. The processes and procedures we developed and implemented were an integral part in helping this agency grow from an initial workforce of 250 employees to over 2,800.

Procuring Our Services

YRCI offers a number of easy methods in order to procure our services:

- YRCI possesses a GSA schedule with a wide variety of HR services labor categories at very competitive rates: GSA Schedule 738X for HR and EEO Services (Contract No. GS-02F-0050N).
- We have Blanket Purchase Agreements (BPAs) with multiple agencies that you may be able to use.

