

Mass Workforce Issuance

Workforce Issuance No. 07-30

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Director
Division of Career Services

Date: May 9, 2007

Subject: **Service of Subpoenas and Summons**

Purpose: To provide guidance to Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners with respect to the serving of subpoenas and summons related to the Executive Office of Labor and Workforce Development (EOLWD).

Background: On March 26, 2007 the Department of Workforce Development (now the Executive Office of Labor and Workforce Development) issued Legal Advisory Bulletin No. 3-07 (Attachment A) to all agency personnel. The Bulletin updated information and standardized the manner in which employees and contracted personnel of EOLWD accept service of subpoenas and summons by process servers for agency-related matters.

For purposes of the Bulletin, Massachusetts One-Stop Career Centers are also included as “facilities” of the agency (in addition to the Charles F. Hurley Building) that are covered by the terms of the directive. Section IV Center Personnel Instructions, Procedures and Actions to Be Taken of the Bulletin pertains specifically to One-Stop Career Centers and provides guidance with respect to subpoenas and summons naming specific individuals; for subpoenas and summons served on “The Keeper of the Records” for any current or former division of what is now EOLWD (DUA, DCS, DAT, DES, DET, etc.).

Policy: For any subpoena or summons specifically naming:

1. Suzanne Bump, Secretary of Labor and Workforce Development;
2. Susan V. Lawler, Director, Division of Career Services;
3. Edward T. Malmborg, Director, Division of Unemployment Assistance;
4. John S. Rich, Director, Division of Apprentice Training; or
5. any other “title” or “name” of a past official of the Agency or any similar designation;

or

for subpoenas and summons addressed to the “Keeper of the Records” for DUA, DCS or any former names of the divisions that now constitute the Executive Office of Labor and Workforce Development;

or

for subpoenas and summons addressed to any Agency personnel (including “contractors” as defined in the Bulletin) located in a local One-Stop Career Center;

the policies and procedures described in Legal Advisory Bulletin No. 3-07 must be followed.

Action

Required: Please assure that all appropriate One-Stop Career Center managers and personnel are apprised of the contents of this issuance and the attached Legal Advisory Bulletin No. 3-07, and that procedures are in place to ensure compliance with the requirements of this issuance.

Effective: Immediately

Inquiries: Please email all questions to PolicyQA@detma.org. Also, indicate Issuance number and description.