

Artificial Intelligence (AI) Policy

Purpose:

The purpose of this policy is to ensure the responsible, ethical, and mission-aligned use of Artificial Intelligence (AI) in workforce development activities, including program delivery, participant services, and grant management. AI tools can enhance efficiency and data-driven decision making but must be used in compliance with WIOA and federal, state, and local workforce board guidelines.

Scope:

This policy applies to all staff, contractors, volunteers, and board members who develop, procure, or use AI tools on behalf of NWPA Job Connect Board, including AI used for:

- Program participant services and training
- Employer engagement and outreach
- Data analysis, reporting, and grant writing
- Communications and marketing

Approved Tools:

To ensure consistency and security, only the following AI platforms may be used for work-related tasks:

- ChatGPT
- Microsoft AI tools, including Microsoft Copilot and Microsoft 365 AI features (Word, Excel, PowerPoint, Outlook)
- Google AI tools, including Google Gemini and AI features within Google Workspace (Docs, Sheets, Slides, Gmail).

No other AI tools, extensions, apps, or websites may be used without written approval from the Director.

Acceptable Use: (This includes prompting, uploading, integrating, and relying on outputs).

- Assist in participant outreach, eligibility screening, and enrollment tracking.
- Analyze workforce trends to improve program design and employer engagement.
- Generate administrative reports, dashboards, and data visualizations for program evaluation.
- Drafting, editing, or summarizing routine documents.

- Generating ideas, outlines, and recommended approaches.
- Supporting grant writing.
- Preparing reports, presentations, and communication materials.
- Assisting with data interpretation using Microsoft and Google tools.
- Developing training or curriculum materials.
- Improving workflows within Microsoft 365 or Google Workspace environments.’

All tools are intended to support staff, not replaced professional judgment. All information must be reviewed by staff for accuracy, appropriateness, and compliance before use.

Prohibited Use:

AI must not be used to:

- Enter or upload any personally identifiable information (PII) about clients, participants, partners, or staff. This includes case notes from CWDS, resumes, assessments, and/or participant documents. See NWPAs Job Connect PII policy for more information.
- Enter confidential or proprietary information.
- Make eligibility, qualification, or service decisions about individuals.
- Rely solely on AI output without human review.
- Use unapproved AI tools.
- Create misleading, inaccurate, or deceptive content.
- Violate any laws, regulations, or funding requirements.

Procedures:

All AI use must comply with organizational confidentiality policies, data security rules, and funder requirements such as WIOA confidentiality guidelines. AI tools may not store or process case notes, private data, or sensitive documentation. Staff must secure accounts and devices according to organizational IT standards.

All AI assisted outputs- reports, recommendations, communications, or analyses- must be reviewed and approved by supervisors before use. Staff remain accountable for:

- Accuracy of AI-generated content.
- Compliance with WIOA and other funding requirements.
- Equity and fairness in participant services.

Employees are responsible for ensuring AI content is accurate and compliant with applicable WIOA and funder requirements. Ensure that content meets accessibility standards (e.g., plain language, ADA-compliant formatting).

When AI contributes significantly to external facing content (such as grant proposals or reports), employees must document this and should notify their supervisors.

This policy will be reviewed annually and updated as technology, regulations, and best practices evolve. Questions or concerns about AI use should be directed to the NWPA Job Connect Director.

AI training will occur annually for staff on safe and ethical AI use.

REFERENCE

TEGL No. 03-25 Encouraging the Use of WIOA Funding to Help Youth and Adults Develop Artificial Intelligence Skills.

TEGL No. 39-11 Guidance on Handling and Protection of Personally Identifiable Information (PII)

HISTORY

Name	Date	Rev Level	Description of change	Effective Date
Susan Richmond	01/30/2026	A	New Policy	

NWPA Job Connect Artificial Intelligence (AI) Policy Staff Sign Off

I have read and fully understand the terms of the NWPA Job Connect Artificial Intelligence (AI) Policy. I understand that NWPA Job Connect reserves the right to make changes to this policy as needed.

This policy will be reviewed annually, and staff are required to sign a new form each year.

Employee Name

Employee Signature

Date

1/30/2026