



## Tompkins Workforce New York Electronic Signature Policy

This policy provides guidelines for the adoption and use of electronic signatures. Electronic signatures can be obtained and used for:

- Tompkins Workforce New York approved and initiated documents
- Vendor or other agency-initiated documents
- And if funder allows, forms used to conduct the business of a contract with Tompkins Workforce New York

Types of documents can include but are not limited to:

- **Personnel / Human Resources Documents.** New employee on-boarding documentation, time off requests, time sheets, mileage reimbursement requests, job description review, annual reviews, etc.
- **Fiscal Documents.** Vendor agreements and contracts, authorizations for funding, etc.
- **Program Documents for Adult, Dislocated Worker and Youth programs.** Applications, in-take and eligibility documents, data validation documents and attestations, registration forms, on-going case management and program forms such as Individualized Employment Plans or Individualized Service Strategy, Work Experience / Worksite Agreements, Training Outlines, etc.
- **Business Services Documents.** Customized training, Transitional Jobs agreements and On the Job Training (OJT) contracts and related contract implementation / execution documents, other contracts, due diligence-related documentation, etc.

Authorization to initiate an electronic signature or to use electronic signature software is given by the Tompkins Workforce New York Executive Director or Designee and is contingent upon the nature of a person's job duties as well as a person's compliance with this policy. All activity with the use of this policy as well as document storage must also comply with the Tompkins Workforce New York's PII Policy. All documents must be available in print for review by local, state and/or federal auditors and/or monitors.

Positions that may initiate obtaining electronic signatures may include but are not limited to Tompkins Workforce New York Board and Administrative Staff, Tompkins Workforce New York Program Staff, Tompkins Workforce New York Program Staff assigned to specialized contracts or grants as approved by funder, and Tompkins Workforce New York contractor staff.

The Electronic Signature software of Cloud application used must combine a single electronic authentication method with a secure process that delivers an audit trail along with the final document. In the event that e-signature software is not accessible by the customer, a **hand-written signature is required**. These can be obtained in-person, through the mail or via a secured drop-box for document collection, or through text/email/messaging systems with a **legible screen shoot/photograph** of the signature (please print and retain copy in file).

May 19, 2020: Submitted for Tompkins County Workforce Development Board Approval  
Dec 15, 2020: Modifications Submitted for TCWDB Approval

*Equal Opportunity Employer/Program*

*Auxiliary aids and services are available upon request to individuals with disabilities*