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9-1-1 FIRE
 POLICE
 MEDICAL



Scotty A. Douglass
 General Manager

**COMMUNICATIONS OPERATIONS
 TRAINING POLICY/PROCEDURE**

Policy No.	8030	Date Issued:	October 29, 2003
Section:	8000 – General Topics	Date Revised:	March 11, 2009
Accreditation Standards: CALEA 5.1.2			
SUBJECT: ATTENDANCE STANDARDS FOR TRAINING			
APPROVED:	 Scotty A. Douglass, General Manager		

- 1.0 The purpose of this policy is to establish attendance standards for employees assigned to authorized training programs.
 - 1.1 These attendance standards are applicable once an employee has been scheduled to attend a training program.
- 2.0 Employees who are unable to attend scheduled training will notify their supervisor as soon as they are aware of their inability to attend the training session.
 - 2.1 If the scheduled training was mandatory training, the employee will be required to complete the training as soon as possible.
 - 2.2 If the absence is an “unscheduled absence” as defined by Policy No. 2032 (Attendance Standards – Excessive Unscheduled Absences), employees are subject to the provisions of Policy No. 2032.
 - 2.3 Supervisors will inform the Support Services Manager of employees’ absences from scheduled training.
- 3.0 Instructors will note of employees’ late arrival times on the class sign-in sheets.

- 3.1 The Support Services Manager will inform the appropriate supervisor of any tardiness for scheduled training documented on class sign-in sheets.
- 3.2 Employees who are late for scheduled training are subject to the provisions of Policy No. 2033 (Tardiness).
- 4.0 If employees are absent or late from scheduled training because the Authority reassigns them, they are exempted from the provisions of the above cited policies.