



# POLICY STATEMENT

Policy Statement 410.3

Policy Area: Training

Effective Date: OCT 5 2005

Approved:   
Paul A. Quander, Jr., Director

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## Attendance in Training Programs

### I. COVERAGE

This Policy Statement covers all employees of the Court Services and Offender Supervision Agency (CSOSA or Agency) and any recipients of training funded by the agency for which training documentation is maintained or required, including in-house training and off-site vendor-provided training.

### II. BACKGROUND

The John A. Carver Training and Career Development Center (TCDC) is responsible for providing a comprehensive employee training program to support the mission of the Agency.

CSOSA has high standards of performance and accountability for all employees. In order to ensure that employees receive requisite training, employees who are registered for a training course must attend the course in its entirety as scheduled. It is critical that all enrolled CSOSA employees attend all portions of both mandatory and non-mandatory training to achieve an optimal learning experience. Failure to attend courses as scheduled wastes government funds and also takes valuable training slots from others who desire to attend.

### III. POLICY

Employees who register for training at the Training and Career Development Center and off-site training locations must meet all training requirements (including timely and complete attendance) in order to receive credit for the training.

### IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS

#### A. Authorities

5 C.F.R. § 410.310 Computing Time in Training

5 C.F.R. § 410.311 Records

B. Supersedures

Human Resources Directive 410.3 Change 1 (March 16, 2001)

C. Procedural References

Alternate Work Schedule Program Policy 610.4

D. Attachments

Appendix A. General Procedures

Appendix B. Report Form

## **APPENDIX A GENERAL PROCEDURES**

### **A. Attendance**

1. Employees who sign up for mandatory or non-mandatory training are expected to attend the entire program. The staff of the Training and Career Development Center shall notify the supervisor of any employee who fails to attend or partially attends training. An employee is defined as a “no show” if he/she fails to notify the TCDC 15 minutes prior to the start of the training class.
2. If an emergency arises and the employee is unable to attend the training program, the employee or the employee’s supervisor (if the employee is unable) must contact the Training and Career Development staff to advise of the absence. An emergency is defined as a personal illness/injury, family illness/injury, jury duty, court transportation problems, or unpredictable personal family situation requiring the employee’s immediate attention, which could not be predicted by the employee prior to registering for the scheduled training.
3. Any employee who fails to attend mandatory training due to an unpredictable work related situation or extremely heavy workload, which could not be predicted by the supervisor, must provide written documentation, from his or her supervisor, to the Director of the Training and Career Development Center or his/her designee. The employee must re-register for the next available course.
4. Employees must be on time for training courses, sign the official class roster, and attend the entire training session in order to receive training credit for the course. Employees who arrive more than 15 minutes after the start of the session will not be allowed to attend training and will be advised to re-register for the next available course.
5. An employee who misses more than a total of 45 minutes of a six-hour training course shall not receive training credit.
6. Employees may make arrangements with their supervisors to temporarily adjust their work schedule as necessary to allow for full participation in training.
7. Except as provided for at Section A2 above, employees who habitually fail to appear for training will be ineligible for TCDC-sponsored training courses that require a competitive process or are conducted by an external agency or entity for a period of six months. A “habitual no-show” is defined as an employee who fails to appear for two or more scheduled mandatory or non-mandatory training courses in a six-month period. If an employee fails to appear for two mandatory courses, the Director of TCDC has the discretion to disqualify the employee for up to one-year from TCDC-sponsored training courses that require a competitive process or are conducted by an

external agency or entity. Employees designated as habitual no-shows may be considered for TCDC-sponsored training courses provided by an external agency or entity if the Director of Training and Career Development and the employee's supervisor determine the training course addresses a developmental need or performance issue.

8. The TCDC offers training courses sponsored through the Small Agency Council (SAC). Employees who fail to attend or are more than 30 minutes late shall not receive training credit and may be ineligible for SAC courses until the next fiscal year. The Small Agency Council reports to the TCDC all Agency "no shows" and late arrivals.

### **B. Rescheduling**

1. **Mandatory training:** If the employee cannot attend the program, the employee must reschedule his or her participation in the program with the Training Registrar. If a training program lasts more than one day (for example, Basic Skills, Self Defense, and New Employee Orientation), the employee must advise the Training Registrar and the Training Program Manager (Human Resources Specialist) as soon as possible of any anticipated absences in order to expedite rescheduling.
2. **Non-mandatory training:** If the employee cannot attend the program, the employee must advise the Training Registrar. Should the employee wish to take the class at a later date, it is the responsibility of the employee to re-register for the class.

### **C. Documentation**

1. The Training Registrar will create and make available to the Human Resources Specialist an official class roster of registered students for each training course or program. The Human Resources Specialist is responsible for documenting absences on the roster.
2. The Human Resources Specialist will verify attendance by having the students sign a roster each day of training. Upon completion of the class, all training rosters should be prepared and duplicated. One roster will be provided to the Director of Training with the class evaluations. The other roster will be given to the Training Registrar to confirm class attendance and document attendance in the training information management system.
3. The Human Resources Specialist is responsible for documenting Basic Skills for Community Supervision Officers course absences using the Report Form (Appendix B) and for ensuring that students have made up any missed session(s). Upon completion of any makeup sessions, students will be issued a certificate of completion if applicable.

4. The Director of TCDC will be required to submit a list of all persons who fail to attend mandatory training to the respective Associate Director, along with a copy sent to the Director's Chief of Staff and Deputy Director.

APPENDIX B



**Court Services and Offender Supervision Agency  
for the District of Columbia**

**TRAINING AND CAREER DEVELOPMENT CENTER INCIDENT REPORT FORM**

**DATE OF REPORT:** \_\_\_\_\_ **DATE AND TIME OF INCIDENT:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_ **REFERRED TO:** \_\_\_\_\_

**STUDENT'S NAME:** \_\_\_\_\_ **WORK UNIT:** \_\_\_\_\_

**TRAINING PROGRAM:** \_\_\_\_\_

**Other Persons Involved?** Yes  No

**If yes, give name and work unit:** \_\_\_\_\_  
**Please be sure to fill out a report on this person as well.**

**TYPE OF INCIDENT: CHECK ALL THAT APPLY**

**ATTENDANCE (Absence/late for Program)**  
**Date student was late:** \_\_\_\_\_ **Number of minutes/hours late:** \_\_\_\_\_  
**Date(s) Missed:** \_\_\_\_\_  
**Training Session(s) missed:** \_\_\_\_\_  
**Makeup Required?** Yes  No  **If yes, please indicate what will be made up:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FAILURE OF TEST**  
**Date of test:** \_\_\_\_\_ **Test score:** \_\_\_\_\_ **Retesting allowed?** \_\_\_\_\_  
**Date of retest:** \_\_\_\_\_ **New score:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROGRAM PERFORMANCE/PARTICIPATION ISSUE**

*Date and description of incident:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ILLNESS/INJURY**

*Type of illness/injury:* \_\_\_\_\_

**Date and description of what occurred:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Record any absences due to illness in the "Attendance" section of this report.**