



Delaware County Regional Sewer District Standard Work Rule

Subject	Effective	Supersedes	This Sheet	Total
Employee Training Attendance	June 23, 2022	New	1	2

Purpose: This work rule shall establish procedures for employees and managers to follow in scheduling and attending mandatory training, to include professional development and safety related, for all Delaware County Regional Sewer District (DCRSD) employees. Training is an important aspect of staying with being in compliance with job descriptions, current trends, updating information, and safety for all.

Work Rule:

- Managers will notify peers and subordinates of mandatory training no less than 30 calendar days prior to the scheduled training. This notification will include the topic, start and end times, location and materials needed. Managers are encouraged to schedule 1 additional day for make-up training should the situation arise.
- Managers will arrange for schedule change or coverage of the employee's area/work station enabling the employee to attend. This may entail switching shifts with another employee or providing said training during the night shift hours. Overtime for training has to be pre-approved.
- If the employee misses training, management will attempt for the training to be made up during normal work hours but this will not always be feasible due to the employee's and trainer's schedule.
- Managers will be responsible for recording and retaining records of the successful completion of the training course. Employees will be on time and complete all requirements for the training. If external training is required, all employees will be responsible to submit record of attendance and completion to their manager.

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- Offsite training may be required. If necessary, travel reimbursement for any offsite training will follow the DELAWARE COUNTY TRAVEL AND EXPENSE REIMBURSEMENT standalone policy.
- This correspondence will serve as notice to all applicable employees that failing to attend or complete mandatory training (unexcused) will result in being entered into the disciplinary process. The absence will be documented and this insert will serve as a performance evaluation reference and for public records request purposes. Any preapproved time off (vacation, sick, personal, or comp time) would be considered excused leave.
- If the training is scheduled during the employees' off days/hours and the employee cannot attend due to a prescheduled event, the employee must notify management fourteen days prior to the training. The employee may be requested to provide proof of the event including but not limited to travel itinerary/confirmation, school calendars/emails, event/appointment confirmations.
- Should extenuating circumstances occur (sudden illness/injury/death in the family), the employee will correspond with his/her immediate supervisor (designee) immediately to make them aware. If absent, employee must submit in writing the reason for absence to his/her immediate supervisor within 48 hours. A written statement (Reference Policy #XXXI-D) from the applicable doctor/family medical practitioner may be necessary.
- If the employee calls in the day of training they may be requested to get a Doctor's note per Article 17 of the CBA. The Doctor's note may also be requested for employees who were not normally scheduled to work but are unable to attend the training without prior notice.

All sections of the Collective Bargaining Agreement and the Delaware County Employee Handbook and standalone policies will still apply
<https://humanresources.co.delaware.oh.us/policies/>