

**Mandatory Employee Training**

The Department encourages educational and development opportunities and trainings that will improve employees' job performance, develop employees' potential, and meet applicable legal requirements. To this end, the Department requires employees to attend all training and development sessions classified as "mandatory" by the HCDE Board of Trustees, the Superintendent, or a member of the Executive Team. The HCDE Board of Trustees, the Superintendent, or a member of the Executive Team may classify a training or development session as mandatory in his/her discretion, requiring an employee's attendance and satisfactory completion as part of the employee's position and/or duties and responsibilities. Mandatory employee trainings will occur during the regular business hours of the Department.

Attendance and satisfactory completion in mandatory employee trainings are required and will be documented. An employee who does not attend and satisfactorily complete the entire mandatory employee training, for the full time, will be considered as absent from the mandatory employee training.

Mandatory employee trainings are in addition to staff development and optional trainings that may be offered by the Department or that Department employees may be allowed to attend.

**Failure to Comply**

Failure to attend and to satisfactorily complete mandatory employee trainings may result in disciplinary action, up to and including termination of employment. Additionally, employees who fail to attend and to satisfactorily complete mandatory employee trainings will not be eligible for merit-based pay increases, stipends, incentives, or pay adjustments.

**Make-Up of Excused Absence from Mandatory Employee Training**

In the event an employee misses a mandatory employee training for a reason deemed legitimate by the Superintendent or the Superintendent's designee, the employee may have the opportunity to make up the missed training by scheduling a review of the training materials with the employee's supervisor or designee or participating in another activity approved by the Superintendent or the Superintendent's designee. It is the employee's responsibility to request a make-up opportunity for a missed mandatory employee training and to submit supporting evidence of a legitimate reason for missing a mandatory employee training. Such requests shall be made within ten (10) Department business days from the date of the missed mandatory employee training and shall be made to the employee's supervisor.

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