

## LCS Unit Order 46

### LANCASTER STATION

#### UNIT ORDER # 46

### TRAINING ANNOUNCEMENTS & ATTENDANCE

#### **PURPOSE:**

The purpose of this unit order is to establish protocol regarding training notification and attendance. In addition, this unit order will also reinforce each employee's personal responsibility to read their Department e-mail each shift and attend their assigned training.

#### **ORDER:**

Effective immediately, training announcements will be distributed in the following manner:

**Electronic Mail (E-mail)** - Each employee will receive a notice in their Department Outlook e-mail, which will require them to click on "Accept" and send an "immediate response," indicating they were notified and will attend training. If you must "Decline"

to attend training, it will require a detailed reason i.e. vacation, other training scheduled, etc.

**NOTE:** "Employees who are authorized users of e-mail are responsible for reading their electronic mail in a timely manner, no less than once per workday, or notifying their supervisor they are unable to read e-mail." (MPP 3-07/210.10)

If you are unable to access your email account due to a system computer error, it is your responsibility to contact the system administrator to fix the problem.

**Calendars** - Employee calendars will also, in most cases, show the dates you are scheduled for training. There will be instances when training is scheduled late or changed, which requires you to check your e-mail notifications daily.

**Attendance** - Each employee is responsible for attending their assigned training, on time, in the proper attire, and at the assigned location.

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