

OPERATIONS-CENTRAL BUREAU

ORDER NO. 1

September 27, 2018

TO: All Operations-Central Bureau Personnel

FROM: Commanding Officer, Operations-Central Bureau

SUBJECT: NOTIFICATION OF EMPLOYEE UNABLE TO ATTEND TRAINING

PURPOSE: The purpose of this Order is to promote efficient scheduling of training and monitoring of attendance through advance notification of anticipated absences due to qualifying pre-scheduled activities.

PROCEDURE:

Area Training Coordinators -- Responsibilities

Effective Immediately, Area Training Coordinators shall maintain a roster of all Area personnel currently unavailable for training assignment due to one of the following qualified exceptions:

- Long-term absence due to illness or injury;
- Bonding Leave;
- Military Leave; or,
- Scheduled Vacation.

The Area Training Coordinator Shall:

- Upon receipt of a training order, verify the concerned employee is available for assignment. If unavailable, notify the concerned course coordinator no later than the next business day following receipt of the training order;
- Subsequent to the Area deployment meeting, review all outstanding training orders and make any further necessary notification(s) to the concerned course coordinator, no later than the day following the deployment meeting;
- When appropriate, schedule a suitable alternate employee for the relevant training; and,

A summary of all training exception notifications *and unexcused absences* shall be forwarded, via Department e-mail, to the Bureau Training Coordinator, no later than the last Friday before the following deployment period. The e-mail shall include the relevant course title(s), employee(s) name and rank/classification, name(s) and rank/classification of the course coordinator(s) notified and date(s) of notification. Notifications to course coordinators should be made/documented via Department e-mail.

Bureau Training Coordinator – Responsibilities

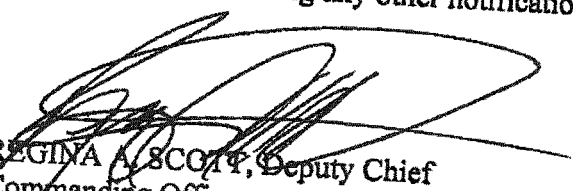
The Bureau Training Coordinator shall maintain a file of all training exception notifications received from Area Training Coordinators. All training exceptions shall be maintained and available for review for a period of not less than six months.

Employees – Responsibilities

Department training is a temporary primary duty assignment. Absence is generally excused only under the same circumstances which would excuse an employee from their regular primary duty assignment. It is also the responsibility of each employee to make appropriate and timely notification to the Area Training Coordinator or course coordinator, of any anticipated absence due to a court appearance. Such notification should be made immediately subsequent to receipt of a subpoena. The requisite timely notification for other exceptions will be defined by the circumstances and may also require notification to the employee's command.

Timely prior notification of absence from scheduled training is essential to promoting efficient provision of limited training resources and reducing the incidence of avoidable administrative inquiry.

Nothing in this Order shall be construed to preclude any concerned employee or Area Training Coordinator from making any other notifications required by the Department.



REGINA A. SCOTT, Deputy Chief
Commanding Officer
Operations-Central Bureau