

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

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District Personnel Manual Issuance System

E-DPM Instruction No. 13-10

SUBJECT: Attendance and Tardiness Policy – Workforce Development Administration

Date: November 3, 2011

NOTE: This Electronic-District Personnel Manual (E-DPM) instruction supersedes E-DPM Instruction No. 13-9, Attendance and Tardiness Policy – Workforce Development Administration – Amended, dated October 29, 2010.

Purpose

This E-DPM instruction sets forth the attendance and tardiness policies for District government employees attending training courses offered by the Workforce Development Administration (WDA) within the D.C. Department of Human Resources (DCHR).

Authority

D.C. Official Code § 1-613.01 *et seq.*; and D.C.M.R., Chapter 13 of the D.C. personnel regulations, Employee Development, §§ 1301.1 and 1312.1.

Policy

Attendance

All WDA training participants must attend each class session for which they have a confirmed registration and arrive on time. Participants are required to sign in both at the beginning and at the end of the class, and remain in attendance for the entire session. A "late" designation will be noted on the sign-in sheet for participants arriving during the first 15 minutes of class. Those arriving after the first 15 minutes will not be admitted, will be classified as "too late to attend" and treated as a "no-show." Participants leaving prior to the end of the session will receive a "left early" designation on the sign-in sheet and will not receive a completion status for the class. Employees' attendance information will be accessible online to managers and training coordinators via PeopleSoft.

Withdrawing

Employees who wish to withdraw from a registered class must provide notification to their agency training coordinator at least five (5) workdays prior to the start of the class. Employees

Note: E-DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employee under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, §1.3]

Distribution: Heads of Department and Agencies, HR Advisors, and E-DPM Subscribers
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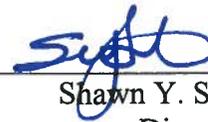
who fail to notify their training coordinator during this timeframe or do not attend their confirmed class(es) will be considered “**no-shows.**” Employees who are no-shows for three (3) separate instructor-led training sessions will not be allowed to register for other WDA training sessions for the remainder of the fiscal year.

Effective Date

This E-DPM instruction is effective immediately.

Inquiries

All inquiries concerning the policies contained in this E-DPM instruction should be directed to the WDA by calling (202) 727-1523.



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Director