

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

District Personnel Manual Issuance System

E-DPM Instruction No. 13-11

This instruction may be accessed electronically at www.dchr.dc.gov, by clicking on the "Policies and Procedures" link, and the "View Issuances Related to this Chapter" link for Chapter(s): **13**

SUBJECT: Workforce Development Administration
Attendance and Tardiness Policy – Amended

Date: October 10, 2013

NOTE: This Electronic-District Personnel Manual (E-DPM) instruction supersedes E-DPM Instruction No. 13-10, Attendance and Tardiness Policy – Workforce Development Administration, dated November 3, 2011.

1. Purpose

This E-DPM instruction amends 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).

2. Applicability

The provisions of this instruction apply to those District government agencies which are subordinate to the Mayor's personnel authority. Other personnel authorities or independent agencies may adopt any or all of these procedures to provide guidance to employees under their respective jurisdictions.

3. Authority

- a. Statutory: D.C. Official Code § 1-613.01 *et seq.*; and
- b. Regulatory: Chapter 13 of the D.C. personnel regulations, Employee Development

4. Policy

a. 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.

b. Tardiness

- (1) A "late" designation will be noted on the sign-in sheet for participants arriving after the designated start time of the class. A participant arriving after a class begins

Inquiries: Workforce Development Administration, DCHR (202) 442-9700

Distribution: Heads of Department and Agencies, HR Advisors, and E-DPM Subscribers

Retain Until Superseded

will not be admitted and, therefore will be classified 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. Consequently, once the class has begun, WDA will no longer accept late attendees.

- (2) Employees’ attendance information will be accessible online to managers and training coordinators via PeopleSoft

c. Withdrawing

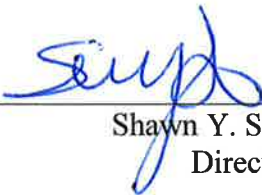
- (1) Employees who wish to withdraw from a registered class must provide notification to their agency training coordinator at least five (5) workdays prior to the start of the class. Employees who fail to notify their training coordinator during this timeframe or do not attend their confirmed class(es) 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.
- (2) A listing of District government training coordinators is available on DCHR’s website at www.dchr.dc.gov under the “*Learning and Development*” link on the homepage.

5. Effective Date

The provisions of this E-DPM instruction are effective October 15, 2013.

6. Inquiries

All inquiries concerning the provisions contained in this E-DPM instruction should be directed to the WDA by calling (202) 442-9700.



Shawn Y. Stokes
Director