

Mandatory Trainings/Meetings Protocol

Training is an important part of all EFNEP educators' staff development and thus success in the job. Attendance at the following trainings and meetings in their entirety is mandatory by all EFNEP educators:

- New Educator Initial Training (when newly hired)
- New Educator Follow up Training (face-to-face and phone calls)
- Annual In-Service Training
- Youth Training (EFNEP educators working with youth only)
- Other training as assigned by supervisor
- Unit meetings
- EFNEP county team meetings

Important Things to Know

- Mandatory trainings and meetings must be attended in their entirety. This includes being present during every day of these trainings/meetings, showing up on time and not leaving early.
- Any educator that does not attend trainings and meetings, in their entirety, without prior approval from their supervisor (including showing up late, leaving early, or not attending some or all of the training/meeting) is subject to corrective action and/or disciplinary action up to and including termination.
- Annual leave including vacations and other personal leave (excluding all approved and eligible leaves of absence) must be scheduled outside of the mandatory trainings and meetings. Failure to do so will result in corrective action and/or disciplinary action up to and including termination.
- The EFNEP Leadership Team recognizes that there are circumstances beyond control that may prevent an educator from attending a mandatory training/meeting in its entirety. These situations will be reviewed on a case by case basis by the supervisor.

I have read and understand the guidelines related to EFNEP mandatory trainings/meetings.

Employee Name (Print)

Date

Employee Signature