



### **Mandatory Trainings/Meetings Protocol – NPS Version**

Training is an important part of all 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 (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) will be subject to corrective action and/or disciplinary action up to and including termination.
- Annual leave including vacations and other scheduled personal leave (excluding sick leave) **IS NOT** an acceptable reason to miss mandatory trainings/meetings. Failure to do so will result in corrective action and/or disciplinary action up to and including termination.

#### **Acceptable Reasons for Missing Mandatory Trainings/Meetings**

- The EFNEP Leadership Team recognize that there are circumstances beyond anyone's control that may prevent an educator from attending a mandatory training/meeting in its entirety. The following are reasons that an educator may be excused from a mandatory training/meeting with prior approval from their supervisor:
  - Family medical emergencies
  - Weddings\*
  - Funerals\*
  - Illness/non-elective surgery (personal or dependent/immediate family members)
  - Appointments for conditions covered by the Family Medical Leave Act (i.e. workers' comp injury leave, non-elective surgery and post-operative healing, chemotherapy)
    - Try to schedule these appointments such that they do not conflict with mandatory trainings and meetings. If you have no choice, these reasons are considered acceptable reasons to miss a mandatory training/meeting with **PRIOR APPROVAL** from your supervisor.
  - Court appearances
  - Jury duty
  - Administrative leave (including victims of domestic violence)
  - Weather

- Educator is in touch with supervisor no earlier than two days before training/meeting notifying supervisor of current weather forecast.
- Decision is made between educator and supervisor on day of travel to training/meeting if weather does not permit educator's attendance.

*\*Educators will not be excused from mandatory trainings/meetings for all wedding or funerals. Circumstances surrounding weddings and funerals must be communicated to the supervisor. The supervisor will then make a decision (with the help of the State Office and/or HR if needed) as to whether the educator may be excused from mandatory trainings/meetings.*