

Subject: Staff Development Day Attendance and Make-up Training

Staff Development Day is a designated time for us to collaborate, learn and develop our professional knowledge and skills. Each year, the Library System makes a substantial commitment of staff time and library funding to this event. To ensure that we maximize the resources entrusted to us, full-time staff are **required** to attend. Part-time staff are welcome and encouraged to attend with supervisor approval.

Situations may arise that prevent employees from attending Staff Development Day. It is possible that these circumstances may warrant an excused absence. (Note: an absence is only excused if approved by the Director of Human Resources.) If you are already aware of a conflict on the day of the event, please contact Kelley Hoffman to discuss your individual situation and needs. If you are unable to attend on the day of the event, please contact her as soon as possible to review your situation.

This year, we are implementing make-up training for those that are not in attendance as expected. Please be aware of the following new rules related to attendance and make-up training:

- Excused Absence with completed make-up training – employee eligible to receive up to a Meets Expectations on the Annual Performance Review-Professional Development competency. The Director of Human Resources may approve an employee receiving up to an Exceeds Expectations in exceptional circumstances.
- Excused Absence without completed make-up training – employee eligible to receive no higher than a Needs Improvement on the Annual Performance Review-Professional Development competency.
- Unexcused Absence with completed make-up training – employee eligible to receive no higher than a Needs Improvement on the Annual Performance Review-Professional Development competency.
- Unexcused Absence without completed make-up training – employee receives a Does Not Meet Expectations on the Annual Performance Review-Professional Development competency.

If you have any questions regarding the attendance expectations or make-up training, please let me know.

Thanks.