

2021 STAFF DEVELOPMENT DAY (SDD) FAQ'S

WHEN IS SDD 2021?

October 11, 2021

WHAT TIME DOES IT START?

There are two sessions, AM and PM.

AM – 7:30am to 11:30am

PM – 12:30pm to 4:30pm

HOW DO I KNOW WHICH SESSION TO ATTEND?

You will be attending by your location/department as a unit.

Your location/department scheduled time will be posted on the intranet.

IF MY LOCATION WAS PICKED TO GO TO THE AM SESSION, CAN I CHANGE AND GO TO THE PM SESSION?

NO, you **cannot** due to social distancing and space limitations at the venue.

If you arrive for a session your location is not scheduled to attend, you will be turned away and need to attend your scheduled session or be considered absent.

NOTE: Part-time staff will be the exception based on their normal schedule.

For example. If Northwest Library is scheduled to attend the am session and there is a library aide who works nights and wants to attend the PM session, accommodations may be made.

WHAT DO I DO BEFORE OR AFTER MY SESSION?

Full-time – AM Session Attendees

- Arrive at venue and be checked in beginning at 7:30am
- 11:30am depart venue.



- 30-minute drive time allotted
- 1-hour mealtime allotted
- Required to be back at location/department (**clocked in when applicable**) by 1:00pm

AM Session Non-Exempt Staff will need to submit two (2) punch change requests.

- Clock in for the day
- Clock out for lunch

If you arrive late, HUM will verify your punch change request to confirm the appropriate time was entered.

Full-Time – PM Session Attendees

- Arrive at your location/department at 7:30am (clock in when applicable)
- Depart location (do not clock out) at 11:00am
 - 30-minute drive time allotted
 - 1-hour mealtime allotted
- Arrive at venue and be checked in by 12:30pm
- 4:30pm depart venue.

PM Session Non-Exempt Staff will need to submit three (3) punch change requests.

- Clock out for lunch
- Clock in from lunch
- Clock out for the day

If you arrive late, HUM will verify your punch change request to confirm the appropriate time was entered.

NOTE: It is the responsibility of full-time, non-exempt staff to ensure a 40-hour workweek.

WHERE WILL IT BE HELD THIS YEAR?

Embassy Suites NW OKC
3233 NW Expressway
OKC, OK 73112

IS SDD REQUIRED?

Full-Time - Yes, it is required.

Part-time staff are welcome and highly encouraged to attend. Supervisors will work with you on their schedule.

CAN I REQUEST AVL IF I DO NOT WANT TO ATTEND?

NO, SDD is required for all full-time staff. It is a blackout date in Paycom.

WHAT IF I AM FULL-TIME AND I MISS STAFF DEVELOPMENT DAY?

You will need to speak with the Director of Human Resources, Kelley Hoffman, to determine if your absence is excused or unexcused.

NOTE: Unexcused absences and/or failure to complete required make-up training will impact your annual performance review rating.

Makeup Work will be required.

IF I ARRIVE LATE WHAT HAPPENS?

You will be checked in by a member of the Leadership team. Your punch change request will reflect your arrival time and your manager will be notified.

WHY CAN'T WE JUST HAVE THE DAY OFF?

Staff day is **not** a holiday or paid vacation day. The Commission granted the System a day to be closed for professional development, fellowship and collaboration.

It is a paid working day.

I AM A PART-TIME STAFF MEMBER AND WANT TO ATTEND, CAN I?

Absolutely! Let your manager know you would like to attend and work with them to determine an appropriate workweek schedule adjustment.

WHAT IF I AM PART-TIME AND I REGISTER BUT CHANGE MY MIND.

Once registered, you will be subject to the same criteria as a full-time staff member.

You will need to speak with the Director of Human Resources, Kelley Hoffman, to determine if your absence is excused or unexcused.

NOTE: Unexcused absences and/or failure to complete required make-up training will impact your annual performance review rating.

Make up work will be required.

It is recommended you do not register if you are not certain you can attend.

WHAT IS THE DRESS CODE?

- Friday casual
- Jeans may be worn.
- Name tags are **required**.

WILL THERE BE CARPOOLING THIS YEAR?

If interested in carpooling, you will need to make your own arrangements.

WILL THERE BE FOOD?

Full meals will **not** be provided.

AM Session – will have seasonal fruit, assorted muffins and Danishes, assorted bagels and English muffins with cream cheese and jellies.

PM Session – will have seasonal vegetable crudité, fresh whole fruit, granola bars and mixed nuts and trail mix.

Both Sessions – will have water, coffee, iced tea, hot tea, and sodas.

WILL THERE BE A LACTATION ROOM AVAILABLE?

Yes, you will need to check that box on the registration form and L&D will contact you to make arrangements.

WHAT IF A SITUATION HAPPENS AND I CANNOT ATTEND?

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.

If you have any questions regarding the attendance expectations or make up training, please contact Kelley Hoffman ~ khoffman@metrolibrary.org

WILL THERE BE ENOUGH PARKING?

Yes, each session will be limited to 200 staff members and there will be plenty of parking.

WILL THERE BE FLU SHOTS THIS YEAR?

Yes, Walgreens will be at the venue. It will be first come first serve.

Shots will be administered during registration, breaks and after the session is over.

FLU SHOT CLINICS/VOUCHERS

Flu shot clinics will be held the week of 10/11/21 at various library locations, yet TBD.

Walgreens flu shot vouchers will be available upon request. Please contact Stephany Dowd at ext. 3741 or by email ~ stephany.dowd@metrolibrary.org