




DEPARTMENT OF PERSONNEL
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MEMO PERD #63/07
December 12, 2007

TO: Department Directors
Division Administrators
Agency Personnel Representatives

FROM: Todd Rich, Director 
Department of Personnel

SUBJECT: Training Attendance and Credit Policy

As you know, to help you meet your specific agency objectives a well-trained workforce is of utmost importance. Your agency expends critical resources in time and expenses to ensure your employees are offered the opportunity to benefit from the required training afforded them. It is the Department of Personnel's objective to help facilitate this effort where and when we can.

Recently, we have experienced an increase in the number of employees who arrive late, leave in the middle of or before class dismissal, and/or spend an inordinate amount of time responding to pages or cellular calls during the class session. In these cases, the employees have informed their instructors that they are responding to a higher priority duty. Although we realize that work or personal emergencies do occur and may necessitate being dealt with at the time, we are also concerned that your employees and your agency receive the optimum benefit from your agency's commitment to training. In addition, these actions are very disruptive to the other employees in the training class.

Therefore, in an effort to help you and your employees make the best use of their training time, the Department of Personnel is immediately implementing the following class attendance and credit policy:

To receive class attendance credit, it is imperative that employees be present at the class for the entire scheduled timeframe. If the accumulated time out

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of class extends beyond 15 minutes total, then no class credit will be received.

If you have any questions regarding this policy, please do not hesitate to call me or Pat Hoppe, Office of Employee Development Manager, at (702) 486-2928 or e-mail her at phoppe@dop.nv.gov

Thank you for your continued support of the development of our employees.

TR:ph/vk

cc: Agency Personnel Liaisons