

<h1>Training</h1> <h2>ADMIN 010</h2>		<h3>Procedure Synopsis</h3> <ol style="list-style-type: none"><li>1. Employees must meet <a href="#">training requirements</a>.</li><li>2. Delinquencies not corrected with <a href="#">four days</a> of email notification will result in a disciplinary letter placed in the employees file and a meeting with the HR Manager.</li><li>3. <a href="#">Three additional days</a> will be granted to complete outstanding training.</li><li>4. <a href="#">Delinquencies remaining</a> after this initial 3-day period will result in a 5% reduction of employee's salary.</li><li>5. For every 3 days that delinquency remains, <a href="#">concurrent 5% salary reductions</a> will be imposed.</li><li>6. <a href="#">Excused absences</a> extend the training deadline.</li><li>7. <a href="#">Audit</a>.</li></ol>
Date:	November 4, 2003	
Revised:	November 4, 2003	
Policy:	<b>It is the responsibility of each Improvement Interactive employee to meet their training requirements. Employees will be notified as to which courses are required and when they are due.</b>	
Procedure:	<ol style="list-style-type: none"><li>1. When a course deadline has arrived, HR will review each Improvement Interactive Learner status for that course.</li><li>2. HR will follow up with the delinquent learners via email to notify them that they are delinquent, and to let them know that if the delinquency is not corrected within four (4) days, a disciplinary letter will be placed in their file. An employee receiving a disciplinary letter will be required to meet, in person, with the human resources representative at the human resources representative's office.</li><li>3. After four (4) days, if the delinquency remains, a meeting between the human resources representative and the employee will be held, and a disciplinary letter is placed in their file. The disciplinary letter will state that the employee is four days delinquent in his/her training, and that he/she has 3 working days to complete the training or a five percent (5%) salary reduction will be imposed.</li><li>4. An employee will continue to be given consecutive 3-day periods within which to complete all required training and with each instance that the employee fails to complete his/her training in the given time frame, concurrent 5% salary reductions will be imposed until such time that the employee has satisfied all outstanding training requirements. Once an employee has satisfied all of his/her training requirements, his/her salary will be restored.</li></ol> <p>NOTE: The exception will be as follows:</p> <p>An excused absence such as vacation. In the event of an excused absence, the employee will be given the amount of time to complete the course equal to the amount of time that was allotted but missed during their absence.</p>	
audit:	<ol style="list-style-type: none"><li>1. HR will monitor training and generate notifications as required.</li><li>2. HR will submit reports to the Payroll Manager for each payroll, indicating the employee and salary reduction amount, or no salary reductions for that period.</li><li>3. HR will submit reports quarterly to Management reflecting Training courses available, status on employees with delinquent courses, and number and amount of salary reductions imposed for each employee in the last quarter.</li></ol>	

Receipt Acknowledgement (Signature)	Quarterly Review Acknowledgement (Initials)			
Printed Name:	Q1	Q2	Q3	Q4
Signature:	Initials:	Initials:	Initials:	Initials:
Date:	Date:	Date:	Date:	Date: