



Attendance Policy

The purpose of this policy is to set forth America's Promise Job Driven Grant policy and procedures for handling program participant absences and tardiness to promote the efficient operation of this grant initiative and minimize unscheduled absences.

America's Promise Job Driven Grant participants participating in the Virtual Employability Skills Workshop and the Virtual and In-Person Occupational Skills Training are required to complete all assignments, activities and video topics by the time the assignments are due. If you are having trouble accessing or virtually completing an assignment/activity, this must be reported to your Career Coach PRIOR to the assignment/activity being due. Failure to report issues PRIOR to assignment being due, could result as an incomplete assignment.

All America's Promise Job Driven Grant participants are required to participate in 160 hours of combined instructional/hands-on training. Program participants are expected to report to the training and return from scheduled breaks on time. If the program participant cannot return to the training as scheduled, they must notify their Career Coach no later than their regular starting time.

Any absence and departure from class must have prior approval by your APG Career Coach. All absence and early departure requests will be reviewed on a case-by-case basis by the APG Career Coach. You will be expected to make-up assessments and/or classroom work in your absence. Missing the required hours of training could result in removal from the training portion of the program.

****No call-no show (NCNS)**– If you are going to be absent from class/training and it has not been approved, you are **REQUIRED** to contact your Career Coach **PRIOR** to your scheduled begin time. Failure to do so is considered a no call-no show and may result in removal from the program.

- **Call the following number to report absence: 765-474-5411, Dial "8" and leave voicemail.**

****Tardy** – 1st offense will result in a counseling session and completion of a corrective action plan with your Career Coach, 2nd offense will result in a written final warning from your Career Coach, 3rd offense you will be asked to report to WorkOne for a counseling session with your Career Coach and may be removed from training.

****Early Departure**-Any client that must leave class before the end of the training day must notify and receive approval from their Career Coach prior to departure.

- **If you cannot reach Career Coach, call the following number to report departure: 765-474-5411, Dial "8" and leave voicemail.**
- **Please note that you must have approval from Career Coach prior to departure from training.**

Client understands this policy and will participate to the fullest extent possible. The client understands that failure to actively follow this policy may lead to loss of needs related payment and may result in termination from the America's Promise Job Driven grant program. If removed from the program, participant understands they will still be required to meet with Career Coach for further coaching and case management.

****See Receipt of Participant Handbook form for participant and Career Coach signature.**