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## **ATTENDANCE AT NON-MANDATORY REGIONAL TRAINING**

The Region offers in-house training on a variety of employment related topics which may be of interest to GRT employees. GRT management encourages our employees to participate in this training, bearing in mind that in order to maintain service levels for our customers, certain restrictions and guidelines need to be maintained.

For GRT employees, the following are the established guidelines:

- 1) Any employee wishing to attend a course must request permission through their respective Manager/Assistant Manager
- 2) Employees must apply for permission to attend any course at least 2 weeks in advance of the course where possible
- 3) Once the employee is registered for a course, it is imperative that they attend on the day as the operating department (GRT) will be charged \$100.00 for no-shows
- 4) Where service requirements allow, the following will be registered to attend:
  - 4 employees from KWSA Conventional Operations
  - 2 employees from CSA Conventional Operations
  - 1 employee from Mobility PLUS
- 5) If more employees than the allowable maximum in their area wish to attend training, employees who have previously attended the *least* number of training sessions in that calendar year will be given preference. If this does not settle the issue as to who will attend, the employee with the highest seniority in the area will attend
- 6) If management requires an employee to attend a specific workshop, that employee would be given preference over other employees who applied to attend. If this mandatory workshop falls on the employee's scheduled day off, the employee will be paid at the appropriate rate of pay
- 7) If the employee's day off falls on the day of the workshop they have requested to attend, they must attend on their own time without pay
- 8) No employee will be permitted to attend more than 3 workshops in any given year
- 9) Management will maintain the discretion to deny a request for a specific workshop due to service needs on that day and may revoke the attendance of an employee for a specific workshop at the last minute if personnel shortages present themselves to the department

Ron Pearson, Manager  
Transit Operations