

REGISTRATION POLICY

In our quest to deliver the highest level of service, the HR Academy is updating its Attendance Policy with a *new* “No Show” Policy. The purpose of this change is to ensure that Department of Veterans Affairs (VA) employees are not deprived of valuable opportunities to receive training when other VA employees fail to withdraw from the course in a timely manner. This change also serves to ensure that the HR Academy effectively manages its funding and resources.

Required Prerequisites

VA employees attending any HR Academy virtual training are required to take the Virtual Training Orientation prior to course registration.

Course Limit

In order to fairly distribute training offerings, employees will be allowed to register for a maximum of four (4) HR Academy courses in a Fiscal Year (FY).

I. "No Show" and Attendance Policy

If a VA employee will not be able to attend an HR Academy course, they are required to manually withdraw (cancel their registration) in the Talent Management System (TMS) no later than four (4) business days prior to the course start date and notify their supervisor immediately. Guidance on withdrawing from a course is provided in the Frequently Asked Questions section of HR Academy's website.

- Regular and punctual class attendance is expected at all HR Academy courses. Absence, tardiness, and/or partial attendance, is disruptive and deprives VA employees of a course's essential interactive component which is vital to the full understanding of course material and concepts. Attendance is defined as physical attendance and participation in all related course activity such as, submission of assignments, evaluations, online breakout discussions, and etc.
- If a VA employee fails to show up for a scheduled course within 30 minutes of the start time, or does not withdraw four (4) business days prior to the course start date, their completion status will be recorded as a "No Show" in the TMS and their seat may be given to the next employee on the waitlist.
- The supervisor will be notified via email and/or phone of the employee's "No Show" status.
- Any withdrawal received after four (4) business days may require the VA employee's duty station to reimburse the HR Academy for the employee's enrollment and training cost associated with the course.

Version 2: May 30, 2013

- If a VA employee receives an “Incomplete” in any HR Academy course they will be required to repeat the course in its entirety to receive credit.
- All "No Shows" will be reported in the After Action report that is submitted to the Deputy Secretary.

II. Multiple "No Show" Policy

After three (3) "No Shows," a VA employee will forfeit their right to register for additional training sessions; this suspension will remain in effect for the rest of the Fiscal Year or a 12 month period, whichever is longer.

- The HR Academy staff will inform the VA employee of their pending suspension. Two (2) business days prior to the suspension start date, the employee will be given an opportunity to appeal their suspension. If no appeal is made, the HR Academy will automatically deactivate VA employees Blackboard account for the prescribed timeframe and place name on a Restricted Registration List.
- To regain registration privileges, a VA employee must appeal the decision by providing a written statement documenting their extenuating circumstance signed by their supervisor to vacoacademy@va.gov.

III. HR Academy Boot Camp Attendance and Withdrawal Policy

Attendance:

- VA employees may be granted up to eight (8) hours of excused pre-approved absence for the entire Boot Camp program.
- If a VA employee misses three (3) or more hours in any given Boot Camp course/activity they may be required to repeat that course/activity in a subsequent HR Academy course.
- Pre-approved absences must be requested via email, to vacoacademy@va.gov with a carbon copy (cc) to the HR Academy Boot Camp program manager (samia.wiley@va.gov) a minimum of three (3) business days in advance.
- Unscheduled absences will be addressed on a case-by-case basis.
- VA employees are required to notify the HR Academy Boot Camp program manager via email (samia.wiley@va.gov), or upon return to the office from any non pre-approved absence, within two (2) business days of their return.

Version 2: May 30, 2013

Withdrawal:

- The HR Academy requires a 10 calendar day notice of withdrawal for the HR Academy Boot Camp prior to Opening Day of the four (4) month intensive program.
- Any withdrawal received after 10 calendar days may require the VA employee's duty station to reimburse the HR Academy for the employee's enrollment and training cost associated with this program.
- All "No Shows" will be reported in the After Action report that is submitted to the Deputy Secretary.

IV. Instructor Led Course "No Show" and Attendance Policy

In addition, to the "No Show," "Multiple No Show," and Attendance Policies referenced above, the following applies to Instructor Led (In Person) Courses:

- VA employees and/or their Alternate Travel Preparer are responsible for ensuring that their travel arrangements are secured to allow them to attend the training in its entirety.
- The classroom hours are scheduled from 8:30 a.m. - 4:30 p.m., except on Mondays (12:30 p.m. - 4:30 p.m.) and Fridays (8:30 a.m. - 12:30 p.m.) as posted in TMS and on the HR Academy's website. Therefore, no travel arrangements should conflict with those stated hours.
- Please ensure that all travel accommodations are secure well in advance of the training start date.
If a VA employee does not attend the training in its entirety, their duty station will be required to reimburse HR Academy for all cost associated with travel.

Extenuating Circumstance

In the event of an emergency on a scheduled course day, students are expected to contact HR Academy at 571-269-9679 and/or send an email to vacohracademy@va.gov by no later than 8:00 AM EST on the day of the course for documentation in VA's After Action Report.

These policies are not meant to be punitive, but to be fair and equitable to all employees. Please be courteous when registering for courses.