

# ENCSD Back to Work Week—Mandatory Training

## Attendance Sheet

(Please sign-off and submit the completed form to your supervisor by Friday, August 18, 2017)

|             |             |
|-------------|-------------|
| Staff Name: | Department: |
|-------------|-------------|

### Monday, August 14, 2017

**8:00 - Light Breakfast** (Hornet's Nest)

**8:30 - Welcome Back/Updates/New Staff** (Carter) (Massey Auditorium)

**Supervisor Updates:** (Interpreters needed)

- |   |  |
|---|--|
| <input type="checkbox"/> Academics (Shirley/Laurie) | <input type="checkbox"/> Residential (Claude/Pam/Paul) |
| <input type="checkbox"/> ILC Program (Tina)         | <input type="checkbox"/> Human Resources (Melissa)     |
| <input type="checkbox"/> Business Office / (JoAnn)  | <input type="checkbox"/> Housekeeping (Donna)          |
| <input type="checkbox"/> Maintenance (Joe)          | <input type="checkbox"/> Dietary ( )                   |
| <input type="checkbox"/> Interpreters (Briana)      | <input type="checkbox"/> Information Technology (Hugh) |
| <input type="checkbox"/> SHC ( )                    | <input type="checkbox"/> Transportation (Debra)        |

**Training Provided by Support Staff**

(Interpreters needed)

- Directive III-5 (Abuse and Neglect) (Jet) (45 minutes)

**Human Resources (HR)** (DVDs 20 minutes each (cc)

(Interpreters needed)

- Drug Free Work place—Setting the Standard /Review NCDPI Drug Free Workplace Policy
- Harassment - Sex, Religion and Beyond /Review OSHR Harassment Policy

### 12:00 -Lunch (on your own)

**1:00 - Managers and Supervisors** (45 Minutes)

(Interpreters needed)

- HR Policy Updates, expectations and Processes - by Melissa Paderick - (Massey Lounge)

**1:00 - All Other Staff prepare work area and classrooms**

**4:00 - Year Book Dedication** (Interpreters needed)

(Massey Auditorium)

**5:00 - Secure for the day**

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I, \_\_\_\_\_, have attended/completed all the required Back to Work Week Sessions for week of August 14-18, 2017.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date