

Absenteeism Control & Tracking System (ACTS)

December 7, 2023 from 12noon-3:00pm EST

(Missouri POST Control #19761 Technical Studies Hrs. 3)

ON-LINE Webinar Live Training class

This course is specifically designed for supervisors and managers who need an effective and defensible method for promoting attendance and establishing accountability for **excessive and non-scheduled absenteeism**.
Learn how you can reduce absenteeism by as much as 40% by implementing this system.

Topics include:

- Administrative and Case Law relevant to the topic
- Establishing and Enforcing Absenteeism Standards
- How to use the Fact-Finding Employee Interview Form
- How to define, track, measure, and evaluate Excessive Non-Scheduled Absenteeism
- Explanation of a model Non-Scheduled Absenteeism policy

Take away Material:

- A detailed model policy for adapting for agency use (Microsoft Word)
- A method of tracking, measuring, and evaluating Excessive Non-Scheduled Absenteeism
- Access code to the Van Meter & Associates, Inc. on-line testing service.

Bring to webinar: Laptop or desk top computer equipped with a microphone and camera-capable of connecting to the internet, and the pre-sent class outline training package.



D.J. Van Meter Ph.D. is the principal of Van Meter & Associates, Inc. (VMA) and has spent the last 45 years in law enforcement, 15 years as a sworn officer. He has a Ph.D. in Training and Organizational Development from The Ohio State University, Columbus, Ohio and holds a master's degree in labor and human Resource Management

Regular Tuition: \$145 first registrant/\$125 each additional (PO's Vouchers, postmarked on or after December 2, 2023)

Prepaid Tuition: \$125 first registrant/ \$115 each additional (All cc payments and checks postmarked by December 1, 2023)

P.O.'s, Vouchers, Claims, DOJ accepted but does not guarantee tuition rate

Contact Name _____ Dept _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email: _____

PO# _____ CC# _____ Exp date _____

1. Name/Title _____ 2. Name/Title _____

2. Name/Title _____ 4. Name/Title _____

Van Meter & Associates, Inc. (www.vmanet.com)

Training and Organizational Development for Public Safety Forces

The "How to" company from Coast-to-Coast since 1982

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We will promptly remove your fax number if you call 800.331.8025