

# Absenteeism Control & Tracking System (ACTS)

## ON-LINE-TRAINING-

July 25, 2024 from 12noon-3:00pm EST

Missouri POST Control #19761 Technical Studies Hrs. 3

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 an agency reduced absenteeism by over 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 July 19, 2024)

Prepaid Tuition: \$125 first registrant/ \$115 each additional (All cc payments and checks postmarked by July 18, 2024)

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)  
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