

TRAINING SIGN UP

EFFECTIVE DATE:
June 28, 2005

Article 17.3

Job training opportunities shall be posted on the department bulletin board with a copy provided to the Chapter Chair. Said posting shall describe the course including the hours of attendance, minimum qualification, application procedure and number of openings available in accordance with Article 13.4.

Posting locations: 21 Cross Street, Water Treatment Plant, Transfer Station, Town Hall and copy to Chapter Chairperson.

Notice to AFSCME Employees (Training)

Program: _____
Date: _____
Location: _____
Prerequisite: _____
Cost: _____
Openings: _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

With prior approval from the Director of the DPW Training Request Form, the costs related to tuition, registration, transportation, lodging, and the hours of attendance and travel will be paid for by the Town.

(Sign up will close on the _____)

8. The French Door: interior stairwell door by the mailboxes must be locked at 5pm.
9. No access will be given to HR: The janitor will be responsible for cleaning HR during the 4-5pm timeframe before the HR employees have locked for the evening. In an event HR is locked prior to 4pm, the HR employees will leave the trash outside the door.
10. No items, particularly personnel items, shall be removed from individual employee work area including food and beverage items.
11. Occasionally the on-duty janitor will be required to answer the doorbell. Please refer to the guidelines regarding access to restricted areas for rules.