

INSTRUCTION LETTER

INSTRUCTION NUMBER: 17-02

TO: All Grantees

SUBJECT: Missed Events

DATE

ISSUED: June 30, 2017

DATE

EFFECTIVE: Immediately

DATE

EXPIRES: Indefinitely

BACKGROUND: Throughout the year, the Upstate Workforce Board sponsors annual meetings and events (ex. several Chamber of Commerce Annual Meetings, Economic Visionaries for SCC, etc.) as part of our ongoing outreach and recruitment efforts in the community and with businesses. Unfortunately, there has been a high rate of individuals who commit to attend, but cancel at the last minute or do not show up at all. The cost of a seat at the event can range from \$25 to \$150. We feel it is important for Workforce Board Members and Board staff, Grantee employees and Partners to have this opportunity to network and spend time together as a team so we want to continue these activities. The Upstate Workforce Board's Executive Committee met to discuss policies and decided to issue a policy pertaining to missed events.

PURPOSE: To avoid being placed in jeopardy of having disallowed costs, when we are monitored, for not filling a seat, and to avoid the need to secure non-federal funds to cover these costs.

POLICY: Individuals that have indicated their desire or commitment to attend annual meetings or events, and fail to do so, without proper notification (at least three business days prior to an event date) to the Executive Assistant of the Upstate Workforce Board will be subject to the following.

1st Offense: Will not be invited to attend annual meetings and events for 12 months (unless they volunteer to pay the cost of missing the event)

2nd Offense: Will be required to reimburse the Upstate Workforce Board for costs incurred for tickets, meals or other expenses for events or meetings. In this case, we take the cost of the sponsorship and divide it by the number of seats at the table.

Note: The Executive Director may make exceptions to this policy when extenuating circumstances apply. For example, if the Executive Assistant can fill the seat prior to the event with individuals working in our field of work as listed in paragraph one, the above will not apply.

ACTION: The Executive Assistant (EA) of the Upstate Workforce Board shall keep track of attendance at all annual meetings and events where there is a fee for attending. The EA shall notify any board member, staff member, grantee employee or partner who has missed one of these meetings without sufficient notice or extenuating circumstances, that they will not be invited to these events for 12 months. If any of the above mentioned individuals misses a second event without due notice, the EA will send said person an invoice for the cost of the ticket for the missed event.

INQUIRIES: Should you have any questions concerning this instruction, please contact Dana Wood at (864) 596-2028 (TTY: 711 or wood@upstateworkforceboard.org).



Ann Angermeier, Director
