

## Tips for Scheduling & Attending Classes at FCT/D

Annual Refreshers should be set up 1 month ahead of when they are due – this prevents delinquencies. The steps below will help you with the process to ensure you or your employees are scheduled for their required training.x

- Determine when training is due.
- 2 months prior to training being due register for classes with FCT&D for the next month (1 month prior to training due date).
  - a. Locate the 6 month training schedule on the “Forms” directory in the “Training Folder” for available dates.
  - b. Send an email to **Cheryl Galvan** (cc Barbara Marrow, Debbie Taylor and Ismael Mendoza) with the following information:
    - Name of employee (complete official name – no nicknames)
    - EID of employee
    - 1<sup>st</sup> choice for class and 2<sup>nd</sup> choice for class
  - c. Give at least 3 business days for us to respond via email.
  - d. If after 3 business days you hear nothing back then send a second email letting us know you still have not heard back.

## Points to Remember for the 2 Day Annual Refresher

- If you are required to take the 2 day Annual Refresher then you **cannot** split the days up. If you need 2 different days for a legitimate reason then contact Barbara Marrow via email to request this accommodation.
- If a person misses the 1<sup>st</sup> day of their refreshers don't just have them show up for the 2<sup>nd</sup> day without calling Barbara first to see if they can.
- If a person misses the 2<sup>nd</sup> day of their refresher then call Cheryl or Barbara to set up when or if they can come for their 2<sup>nd</sup> day of refresher or if they will need to attend both days to keep them on schedule.
- Sometimes if for some reason the person misses their Annual Refreshers they will become delinquent and will possibly have to be re-assigned to a non-direct care area until they complete their classes. Their reassignment will be handled through Risk Management.

## Food Truck Wednesday & Friday!

### Texas Doughboys

Wednesday, November 1<sup>st</sup> – 6am-9am (**Breakfast**)

Kolache - Fruit filled pastry:

\$2 each

\$10 Half dozen

\$18 Dozen

Flavors: Apple, Apricot, Blueberry, Blueberry with Cream Cheese, Cherry, Cherry with Cream Cheese, Chocolate, Cream Cheese, Lemon, Peach, Poppyseed, Raspberry, Strawberry, Strawberry with Cream Cheese, Vanilla

Klobasnek (Meat inside Kolache Dough)-

Brisket- \$4

Ham Egg and Cheese- \$4

Jalapeño Sausage- \$3

German Sausage- \$3

The **Lone Star Coffee & Tea House** will open at 6am on Wednesday for your favorite drink!

### Hearts BBQ

Friday, November 3<sup>rd</sup> – 11:30am-1:30pm (**Lunch**)

\$10 *Stella's Special* Pulled Pork, French Fries, Coleslaw on a bun

\$12 *Brisket Hoagie* -Sliced or chopped brisket on a hoagie roll

\$12 ½ bound brisket plate

\$9 Pulled pork sandwich

\$10 Brisket Sandwich

\$10 Chick Leg Quarter

\$10 2 Rib Plate

## General Staff Meeting

Monday, October 30<sup>th</sup> @ 2:30pm

AbSSLC Chapel

## Help find your next great co-worker!

Career postings are available at AbSSLC.org & the Administration Building

**SEE** something, **SAY** something