



In cooperation with the Florida Department of Transportation

CURBING ABSENTEEISM IN THE TRANSIT WORKPLACE

MARCH 10, 2010

The Florida Department of Transportation's Florida Statewide Transit Training & Technical Assistance Program at the USF Center for Urban Transportation Research is pleased to present a FREE online training course entitled "**Curbing Absenteeism in the Transit Workplace**" on March 10, 2010.

Absenteeism is a necessary cost of doing business. Nonetheless, reducing the rate and variability of absenteeism makes good business sense. Beyond planning for and covering "reasonable" absenteeism is how an agency approaches "discretionary" absence.

This facilitated course will cover concepts directly applicable to transit systems and allow participant idea exchanges about what seems to work well with absenteeism policy and procedure, discipline, reward, incentive, follow-up, and performance reviews in the transit workplace. The course will also help participants distinguish differences in approaches for administrative staff, operators and maintenance personnel.

To participate in the FREE online training, fill out the registration form below and return by February 26, 2010 to Molly Buffington at buffington@cutr.usf.edu or fax to (813.974.5168)

An instructional email will be forwarded to you to confirm your participation in the online training.

REGISTRANT'S NAME _____

JOB TITLE _____

MAJOR RESPONSIBILITIES _____

SUPERVISORS NAME _____

EMPLOYER _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE (_____) _____

EMAIL _____

If you would like to participate in this session, fill out the attached form, and email to buffington@cutr.usf.edu or fax to 813.974.5168 by February 26, 2010 to reserve your place. There are no fees to participate in this webinar.