

# **OLPD Course Cancellation Policy**

## **Effective: March 12, 2014**

The DAS Office of Learning and Professional Development (OLPD) reserves the right to cancel classes and maintains the responsibility to inform enrolled learners of such cancellations in a timely manner. This document will outline our process for doing so.

Please know that OLPD courses are rarely cancelled and it is always our first choice to conduct a class unless absolutely necessary.

### **Course Cancellations**

An OLPD course may be cancelled only for very specific and unique reasons. These reasons are

- Inclement weather preventing the instructor and/or a large number of enrolled learners to attend class.
  - Cautioning from the Ohio Department of Public Safety (and related to DAS or the news media) will be determining factors in the decision to cancel class.
    - We will follow the winter weather advisories announced for the counties in Central Ohio: Delaware, Fairfield, Franklin, Licking, Madison, Pickaway, and Union.
    - Level 2 snow emergencies in Franklin County or a majority of surrounding counties (as noted above) will generally result in course cancellations.
- Building power outages or other conditions that make the training venue unusable.
- Emergency circumstances leading to evacuation from or restrictions toward the use of the training venue.
- Low enrollment for a particular class as determined by OLPD.
  - Enrollment numbers are checked in ELM three (3) days prior to a class session.
- Unforeseen instructor emergencies.

Note: Our primary training locations, the Rhodes building (30 East Broad St) and DAS' General Services Division (4200 Surface Rd), are both in Franklin County.

### **Notification of Class Cancellations**

If we receive advance notice of any condition listed above, we will make every effort to contact learners ahead of time.

Enrolled learners should use the following resources to determine if an OLPD course is cancelled:

- Call OLPD's main number: **614-387-6183**. We will update our voice-mail greeting by 7:30 AM with cancellation information.

- For courses held at 4200 Surface Road, call the security desk at **614-752-0003** after 7:30 AM.
- For courses held at 30 E Broad St, call the security desk at **614-466-7077** after 7:30 AM.
- Call the DAS HR Help Desk at **1-800-409-1205** after 7:30 AM.
- Check your State of Ohio email account after 7:30 AM. If we are able to access ELM we will send an email notification to you.

Note: For those who are traveling the night before the training begins and no closing announcements have been made, please listen to the weather reports for where you live as well as the location of your training (usually Franklin County). Use your own best judgment about possible driving conditions to determine whether or not you need to make the trip.

If a class is cancelled, we will follow-up with an email within two business days to provide rescheduling information.

### **Help Us Contact You!**

Please verify your contact information (email address and phone number) is correct in MyOhio.

### **Questions?**

Please contact OLPD at **614-387-6183** or [das.hrd.training.staff@das.ohio.gov](mailto:das.hrd.training.staff@das.ohio.gov).