



EMDA POLICIES AND GUIDELINES

- **Attendance:** Attendance demonstrates a commitment to the learning process and to other cohort members. Candidates are expected to attend all program sessions, to block off all session days/times on calendars upon acceptance, and plan ahead for work responsibilities and coverage as needed during the program.

Candidates may request one excused absence for personal illness or emergency or family emergency (such as the critical illness of a family member). Work-related absences will be considered only for documented emergencies (e.g., catastrophic event such as tornado or fire). Candidates who miss a class are expected to connect with the EMDA Coordinator to ensure they receive the class information and submit any missed assignments at a date mutually agreed upon by the candidate and EMDA Coordinator. Candidates missing more than one (1) class will not graduate (please consult with the EMDA Coordinator for extraordinary circumstances).

- **Class Cancellation:** Occasionally, an EMDA session must be cancelled. In these extraordinary situations, the EMDA Coordinator will provide candidates as much notice as possible. Every attempt will be made to reschedule the class.
- **Withdrawal:** If a candidate must withdraw from EMDA, they must notify their agency and the Bureau of Training and Development **in writing**. Contact Shelley Ringelstetter, the EMDA Coordinator, at shelley.ringelstetter1@wisconsin.gov and your agency leadership.

If written notice of withdrawal is received **ten (10) or more calendar days** prior to the first EMDA session, there will be **no cancellation fee**.

If written notice of withdrawal is received **less than ten (10) calendar days** prior to the first EMDA session, **full program fees will be billed**.

- **Confidentiality:** Participants are expected to treat personal or agency information shared in classes as confidential, not to be repeated in either oral or written form outside the class.
- **Communication:** Participants are expected to keep their immediate supervisor and other key agency leadership informed about their progress in the program, information they have learned, concerns they have, etc.
- **Evaluations:** Feedback is important for ensuring the program is engaging and relevant and making adjustments as needed. Candidates are expected to complete an evaluation after each class and to share concerns regarding the program directly with the program coordinator and/or instructors.
- **Program Norms.** The Enterprise Manager Development Academy (EMDA) is committed to cultivating a culture built on mutual respect and appreciation of the varying backgrounds and experiences of all cohort members. EMDA recognizes this goes beyond people feeling safe and respected and strives to create a climate in which all cohort members may thrive and flourish fully. Disrespectful, discriminatory, or harassing behavior of any kind will not be tolerated.