

Workforce Development Cancellation Policy



By registering for an Workforce Development class, you acknowledge that you have read, understand, and will comply with the following Cancellation Policy:

- Employees may cancel a class registration through SCORS any time prior to 3 business days before the scheduled date of the class.
- Within 3 business days of the class date, a registration can be canceled only in the case of an emergency and can only be canceled by Workforce Development. Please contact HR-Workforce-Development@sonoma-county.org.
- Failing to attend a class for which an employee is registered constitutes a "No Show."
 - **After the first 'No Show':** Employee receives notice and a reminder about the Cancellation Policy. Employee's department Training Coordinator is copied.
 - **After the second 'No Show':** Employee receives notice of second No Show and a second reminder about the Cancellation Policy. Employee's department Training Coordinator and supervisor are copied.
 - **After the third 'No Show':** For the balance of the training year, employee may register for only one Workforce Development class at a time.