



October 17, 2012

MANAGERS, HUMAN RESOURCES (AREA, DISTRICT)
AREA TRAINING REPRESENTATIVES
MANAGERS, LD&D
MANAGERS, MAINTENANCE
MANAGERS, VEHICLE MAINTENANCE FACILITY

SUBJECT: NCED Student Procedure for Travel Delay

The National Center for Employee Development (NCED) has updated an established policy regarding students experiencing delays in travel to the NCED site in Norman, Oklahoma. Students attending a course at NCED who are stranded or delayed due to flight cancellations, weather conditions, etc., creating a delayed arrival to NCED must adhere to the following guidelines:

- If the class in which they are enrolled is one week (5 days) or less and they will not be in attendance at the "begin time" of class on the first day, they must make arrangements to return home.
- If the class is longer than one week (5 days) and they will arrive in time to report to class at the "begin time" on the second day of class, they must continue their trip to Norman.
- If they will not be able to report on time (begin time) the second day of a class longer than one week (5 days), they must make arrangements to return home.
- Every student experiencing a travel delay as described above must call 1-800-682-4560 to report their situation.
- They must also contact their home office and advise them of the situation.
- Students should coordinate lodging requirements and travel plan changes with their home office as necessary.

NCED has included this information in the Student Confirmation Letter and Pre-Arrival Brochure.

Please share this information with your employees. If you have any questions, please contact Tina Goodner at (405) 366-4401.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul F. Warrick".

Paul F. Warrick
Manager, NCED