

The initial training is an instructor-lead, live session approximately 1 hour in length. All employees and volunteers who have not previously taken the initial training must do so at this time. To ensure that everyone is given ample opportunity to comply, the Village has scheduled seven training sessions. All sessions will be held at the Village's DPW Building located at 20 Elm Street, Owego, NY 13827. The dates and times for the seven initial training sessions are as follows:

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| Thursday, June 23, 2011 | 7:00pm |
| Saturday, June 25, 2011 | 9:00am |
| Monday, June 27, 2011 | 7:00pm |
| Monday, July 11, 2011 | 7:00am |
| Thursday, July 21, 2011 | 10:00am |
| | 2:00pm |

Make up session

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|------------------------|--------|
| Sunday, August 7, 2011 | 3:00pm |
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We are making every effort to accommodate everyone who is mandated to attend this initial training. Please plan accordingly and mark your calendars. Also, you **must** attend the entire session. You will be required to sign in at the beginning of the session and sign out at the end of the session. Therefore, you cannot show up late or leave early. If you do, you will have to attend another session.

Any employee or volunteer who has not completed either the initial or refresher mandatory safety training by August 7, 2011 shall be subject to disciplinary action, up to and including termination, administered in accordance with applicable state law, Village Charter provisions and any applicable department rules, provisions, policies, by-laws or bargaining agreements.

Thank you for your anticipated cooperation.