

Policy: Lean Six Sigma Program Attendance and Homework

Effective Date: June 12, 2026

1. Purpose

The purpose of this policy is to establish clear expectations for participating in the Lean Six Sigma (LSS) program, including class attendance, homework completion, instructor review timelines, and procedures for addressing unforeseen circumstances.

2. Scope

This policy applies to all participants who are enrolled in any Yellow, Orange, or Blue Belt class.

3. Class Attendance

The program is designed to ensure all County employees have access to the program as capacity permits. When employees fail to cancel registrations in a timely manner, it prevents other employees from potentially occupying a class spot. To discourage no-shows, the following policy is established:

- If a participant **misses three classes in a row** without providing notice, their pending **registration(s) will be automatically cancelled** for any upcoming classes to open the spot for someone else.
- Participants are always welcome to re-enroll when the class is offered again. The cycle of classes generally begins about every 6-7 months.

4. Homework Completion

Homework assignments play an important role in helping participants apply what they learn.

- Participants will have **six weeks** from the date they attended the class to complete and submit the homework assignment.
- Assignments submitted after the six-week window won't receive credit and the participant will not receive the class certificate.
- Deadlines for assignments pending corrections will be established at the discretion of the instructor.

5. Instructor Assignment Review/Certificate Distribution

Instructors are responsible for reviewing submitted homework in a timely manner and acknowledging receipt of the homework. To that end, OMB has established the following performance targets:

- Instructor review of homework assignments and provision of feedback or confirmation of completion: within **two weeks** from the date the participant submits the assignment.
- Provision of all other Orange and Blue Belt certificates: within **ten days** of assignment approval by the class instructor.
- Provision of Yellow Belt and Lean 3 certificates: within **two weeks** of the class.

6. Life Happens

It is understood that unexpected situations may arise. If a participant has an emergency or special circumstance, they may reach out directly to the class instructors regarding their assignments or to Gigi.Bolt@miamidade.gov. The OMB team is happy to work with participants whenever possible.