

ABSENTEEISM/TARDINESS OF STAFF NOT COVERED UNDER NEGOTIATED AGREEMENTS

All employees have a responsibility to the district to report to work according to their contract. Tardies and excessive absenteeism are not acceptable.

It is the responsibility of the employee to notify his/her supervisor if he/she will be tardy or absent.

ABSENTEEISM

First instance of absence without notification and authorization: a conference between the employee and immediate supervisor will be held within five (5) working days. The supervisor will summarize the conference in writing to be signed by the supervisor and employee. Such signing by the employee indicates receipt of and not necessarily agreement with the contents of the conference summary.

Second instance of absence without notification and authorization: a conference between the employee and immediate supervisor will be held and a letter will be sent to the employee placing him/her on notice for remainder of school term. A copy of this letter is sent to the superintendent of schools.

Third instance of absence without notification and authorization: termination of employment proceedings may be initiated by supervisor.

When a total of five (5) days of absence without notification and authorization has accumulated regardless of which instance of absence, termination proceedings will be initiated by supervisor.

TARDINESS

It is the responsibility of the immediate supervisor to discuss habitual tardiness with the employee. If the employee continues to be tardy, written notification of the problem shall be given to the employee with a copy of the notification placed in his/her personnel file.

Continued tardiness will be grounds for termination of employment.

ADOPTED: October 22, 1990

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