

POLICY RELATING TO PERSONNEL MANAGEMENT

ATTENDANCE

Good attendance is essential for employees who provide vital services to the educational programs of the District. In order for the District to accomplish its goal of educational excellence, regular and prompt attendance at work shall be required of all employees.

Consistent with this policy, absence shall be recorded as an excused absence for the following reasons:

1. Personal or family illness
2. Jury duty
3. Allowable personal leave
4. Authorized vacation

Such absences shall be recorded as an excused absence if the employee has requested of the District the necessary time off in advance of its occurrence or if the employee calls to report the absence in a manner that has been prearranged by the District. The employee may be required to substantiate his/her reason(s) for being absent.

An employee's failure to request an excuse, or to report his/her absence in the manner prescribed by the District shall result in the absence being recorded as an unexcused absence.

Absenteeism - All employees of the District shall be expected to report for work on time, on a regular basis. Unnecessary absenteeism seriously impairs the ability of District employees to achieve organizational goals and objectives. Additionally, unnecessary absenteeism and lateness is expensive, disruptive, and places an unfair burden on other employees.

Employees who have unsatisfactory attendance shall have appropriate disciplinary action taken against them, including suspension and discharge. Unsatisfactory attendance shall also have an adverse effect on any promotional considerations.

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ATTENDANCE (continued)

If an employee is going to be absent, it is his/her responsibility to contact the District as far in advance of his/her starting time as possible in conformance with established District procedure. In addition, the employee must explain why he/she is going to be absent and when he/she is expected to return to work.

Any employee who fails to give such notification shall be charged with an unexcused absence. Employees who have unexcused absences shall be disciplined by a progressive disciplinary process in accordance with legal guidelines. The failure of any employee to provide notification to the District of three absences shall be grounds for termination.

Tardiness/Early Departure - All employees are expected to be present on time, ready for work, when and where they are assigned and to remain as such until the designated departure time. Continued tardiness or early departure shall not be tolerated and may result in disciplinary action, including suspension and dismissal. Disciplinary action shall be in a progressive manner and in accordance with legal guidelines.

If an employee is going to be unavoidably late or needs to leave early, it shall be his/her responsibility to notify the District to inform appropriate personnel that he/she will be late and report when he/she expects to arrive or the reasons and time for early departure.

Excessive tardiness and/or early departure shall have an adverse impact on promotional considerations.

First Reading: 04/10/95

Second Reading: 05/09/95

WRSDC Policy 5231.1