

R 4212 SUPPORT STAFF ATTENDANCE

A. Reporting Intended Absence

1. A support staff member who anticipates absence from work will call the substitute caller.
2. The following information will be given by the caller:
  - a. The employee's name, job title, assigned school, and shift (if applicable);
  - b. The day and date of the intended absence; and
  - c. The reason for the absence.
3. Employees must call in daily each intended absence unless absence for more than one day has been approved in advance.

B. Analysis of Absence

1. Each intended absence of a support staff member shall be reported to his/her immediate supervisor, who shall determine whether or not a replacement is required for the period of absence.
2. The immediate supervisor shall determine whether the absence is acceptable or requires further verification. Reasons for verification include, but are not limited to the following:
  - a. A pattern of absences on the same day(s) of the week;
  - b. A pattern of absences before or after nonworking days;
  - c. The exhaustion or near exhaustion of accumulated sick leave; and
  - d. The habitual exhaustion of personal leave.

C. Review of Absence

1. If the immediate supervisor deems any reason for absence to be unacceptable or if a staff member has been absent on sick leave more than five consecutive school days or absent an aggregate of more than five working days for any reason, the immediate supervisor shall conduct an informal discussion with the employee to help the employee improve his/her performance. The supervisor shall keep no record of this conference.
2. If the abuse of absence continues the immediate supervisor shall:
  - a. Notify the employee in writing of the date and time for a formal conference and the reason for the conference,
  - b. Confer with the employee and, if the employee so chooses, his/her representative as well,
  - c. Document the reasons for the absences and offer the employee the opportunity to verify or rebut the documentation, and
  - d. Prepare a report of the conference to be placed in the employee's file and provide the employee with the opportunity to attach written comments and documents thereto.

D. Record of Attendance

1. A record shall be kept of the attendance of each support staff member, including administrators. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. An employee's attendance record shall be part of the employee's personnel file.
2. The record will distinguish paid leave, such as sick leave, personal days, family illness, jury duty, and vacation, from unpaid leave, such as excessive sick or personal leave. The employee's attendance record will include notation of verification of an absence where such verification is required by Policy No. 4432.
3. The record will include each employee's rate of absence as calculated monthly.

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4. At the end of each school year, a cumulative attendance record shall be assembled by the Department of Human Resources for each school and for the district. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show:
    - a. The rate of absence for the district and each school in the district,
    - b. The rate of absence for each employee in rate order showing highest rate first and average rate for the district,
    - c. Reasons for absence in the case of employees whose rate is significantly above the average for the district, and
    - d. The appointment of substitutes for absent employees and the wages paid to substitutes.
- E. Attendance Improvement Plan
1. The attendance summary shall be analyzed by the Department of Human Resources for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
  2. Specific strategies for reducing the rate of absence shall be developed and submitted to the Assistant Superintendent.
  3. The Principal shall be responsible for implementing the approved plan for the improvement of staff member attendance in his/her school building.
- F. In-service Training

The Principal or immediate supervisor shall meet with the support staff members assigned to his/her building at the beginning of each school year to:

1. Inform employees of Board policy and district regulations on attendance;
2. Familiarize employees with the procedures to be used in reporting and verifying absences;
3. Review with employees the cost of absenteeism to the district and the value of accumulated sick leave to the employee; and

4. Acquaint employees with the degree to which attendance will affect evaluation reports.
- G. Discipline
1. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any employee's performance and may lead to discipline including termination.