

ATTENDANCE PATTERNS – NON-CERTIFIED STAFF

The Board of Education believes that the regular presence of assigned personnel is vital to the success of the District's educational program. Consistent absenteeism or tardiness is unacceptable and subject to disciplinary action.

The Superintendent shall develop and the Board shall adopt a plan to encourage all staff to strive for excellent attendance and punctuality records. These procedures should include a requirement that the staff member personally report all illnesses and request all leave at the earliest possible time. Procedures shall be in accordance with New Jersey statutes and District negotiated contracts.

The Superintendent shall report on staff attendance and punctuality as required.

- Legal References:**
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| <u>N.J.S.A.</u> 18A:11-1 | General mandatory powers and duties |
| <u>N.J.S.A.</u> 18A:27-4 | Power of Boards of education to make rules governing employment of teacher, etc.; employment thereunder |
| <u>N.J.S.A.</u> 18A:29-14 | Withholding increments; causes; notice of appeals |
| <u>N.J.S.A.</u> 18A:30-1 <u>et seq.</u> | Leaves of absence |
| <u>N.J.S.A.</u> 18A:54-20 | Powers of Board (county vocational schools) |
| <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u> | Evaluation of the Performance of School Districts |
| <u>N.J.A.C.</u> 6A:32-2.1 | Definitions |
|
<u>Montville Education Ass'n v. Montville Bd. of Ed.</u> , 1984 <u>S.L.D.</u> 550, rev'd St. Bd. 1984 <u>S.L.D.</u> 559, rev'd App. Div., unreported decision (docket no. A-1178-84T7, decided December 6, 1985) 1985 <u>S.L.D.</u> 1972, decision on remand, St. Bd., 1986 <u>S.L.D.</u> 3113 | |
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<u>Burlington Educational Ass'n v. Burlington Bd. of Ed.</u> , 1985 <u>S.L.D.</u> 889, aff'd St. Bd. 1985 <u>S.L.D.</u> 912 | |
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<u>Scotch Plains-Fanwood Board of Education v. Scotch Plains-Fanwood Education Association</u> , 270 NJ Super 444 (App. Div. 1994); rev'd. 139 <u>NJ</u> 141 (1995) | |

- Cross References:**
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| *4251.1 | Personal illness and injury/health and hardship |
| 4251.6 | Religious observance |
| 4251.7 | Emergency/personal |

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Employee Attendance, Attendance Patterns, Attendance

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Revised: