

WOODBIDGE TOWNSHIP BOARD OF EDUCATION
Woodbridge, New Jersey

FILE CODE: 4151/4251

Regulation

☐ **Monitored**
☐ **Mandated**
☒ **Other Reasons**

ATTENDANCE PATTERNS & SIGNING IN

Employee attendance is an important factor in the successful operation of the Woodbridge Township School District and the continuity of the educational program. The district considers satisfactory employee attendance a most important job requirement.

Employment carries with it the personal responsibility of each employee to be on the job on time every scheduled work day. This responsibility includes maintaining good health standards, taking reasonable precautions against accidents, both on and off the job, and managing personal affairs so that the attendance requirements can be met.

Unsatisfactory employee attendance creates additional expenses, affects the work schedule, and disrupts continuity in instruction.

Swipe/Scan

All employees shall be issued an identification (ID)/access card which shall be used to digitally track the working hours of each employee. Employees are required to possess their ID/access card during the work day. Employees shall be required to scan in at their designated location at the beginning of the work day or shift and scan out at the end of the work day. This includes scanning in or out when a staff member takes authorized leave during a work day. Each employee is responsible for their own scanning. Employees are prohibited from scanning in/out another employee or having someone scan them in/out.

Lost or stolen ID/access cards shall be reported to the business administrator immediately. A lost or stolen ID/access card shall be deactivated and reissued.

School staff members violating regulations for scanning in and out of work may be subject to disciplinary measures.

Adopted: July 20, 2017
Readopted: August 17, 2017

Key Words

Employee Attendance, Attendance Patterns, Attendance

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.
N.J.S.A. 18A:29-14 Withholding increments; causes; notice of appeals
N.J.S.A. 18A:30-1 et seq. Sick Leave
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-2.1 Definitions

Montville Education Ass'n v. Montville Bd. of Ed., 1984 S.L.D. 550, rev'd St. Bd. 1984 S.L.D. 559, rev'd App. Div., unreported decision (docket no. A-1178-84T7, decided December 6, 1985) 1985 S.L.D. 1972, decision on remand, St. Bd., 1986 S.L.D. 3113

ATTENDANCE PATTERNS (continued)

Burlington Educational Ass'n v. Burlington Bd. of Ed., 1985 S.L.D. 889, aff'd St. Bd. 1985 S.L.D. 912

Scotch Plains-Fanwood Board of Education v. Scotch Plains-Fanwood Education Association, 270 NJ Super 444 (App. Div. 1994); rev'd. 139 NJ 141 (1995)

Possible

Cross References: 4150 Leaves
*4151.1 Personal illness and injury/health and hardship
4151.6 Religious observance
4151.7 Emergency/personal
*4251 Attendance patterns

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