

# REGULATION

## WILLINGBORO TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

R 3212/Page 1 of 5

### PROFESSIONAL STAFF ATTENDANCE REVIEW AND IMPROVEMENT PLAN

#### R 3212 PROFESSIONAL STAFF ATTENDANCE REVIEW AND IMPROVEMENT PLAN

##### A. Review of Attendance Data

1. A record shall be kept of the attendance of each teaching staff member, including teachers, educational services personnel, and administrators. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, and other approved leaves. The employee's attendance record will include notation of verification of an absence where such verification is required by Policy No. 3432. The employee's rate of absence shall be calculated every pay period and entered on his/her attendance record. An employee's attendance record shall be part of the employee's personnel file.
2. All staff members' attendance data must be documented on all formal evaluations (i.e. classroom observations, mid-year and end-of-year performance evaluations, (etc.).
3. At the end of each year, a cumulative attendance record shall be assembled for each school and for the district.
4. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for each school and for the district. The attendance summary shall be posted in each school of the district.
5. A record shall be made of the appointment of substitutes for absent employees and the wages paid to substitutes.

##### B. Attendance Improvement Plan

###### 1. Planning

The Superintendent will meet with Building Principals and appropriate administrators to discuss the attendance summary in August of each year. The attendance summary shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain



# REGULATION

## WILLINGBORO TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

R 3212/Page 2 of 5

### PROFESSIONAL STAFF ATTENDANCE REVIEW AND IMPROVEMENT PLAN

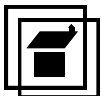
groups of employees, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absence shall be developed.

#### 2. Implementation

- a. The Building Principal and/or Supervisor shall be responsible for implementing the district's Attendance Improvement Program for certificated and non-certificated staff members' attendance.
- b. The Principal and/or Supervisor shall encourage the regular attendance of the staff members in his/her building/office. He/She shall maintain contact with absent employees and confer personally with each employee who returns from an absence of any duration, impressing upon employees the district's concern for their health and well-being. The Principal and/or Supervisor shall, by appropriate means, recognize staff members whose attendance is exemplary.
- c. The Principal and/or Supervisor shall incorporate, and shall direct other supervisors to incorporate, a teaching staff member's attendance record in his/her evaluation.
- d. The Principal and/or Supervisor may require teachers to evaluate the work done by substitutes in their absence.
- e. The Principal and/or Supervisor shall report to the Superintendent any teaching staff member whom he/she suspects of misusing sick leave or falsifying the reasons for absence.

#### 3. In-service Training

The Principal and/or Supervisor shall meet with the teaching staff members assigned to his/her building/office at the beginning of each school year, no later than October, to inform employees of Board policy and district regulations on attendance, to familiarize employees with the forms to be used in reporting and verifying absences, to review with employees the cost of absenteeism to the district and the value of accumulated sick leave



# REGULATION

## WILLINGBORO TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

R 3212/Page 3 of 5

### PROFESSIONAL STAFF ATTENDANCE REVIEW AND IMPROVEMENT PLAN

to the employee, and to acquaint employees with the degree to which attendance will affect evaluation reports.

#### 4. Counseling

- a. The Building Principal and/or Supervisor, in keeping with the Attendance Improvement Program, will call a conference with a staff member after the number of occasional absences reaches a total of five (5) days for 10 month employees and six days (6) for 12 month employees. The aforementioned number of occasional absences will trigger the first of three phases in which Principals and/Supervisors are required to initiate the action listed below.

#### **Phase I**

1. After five (5) occasional absences for ten (10) month employees or six (6) occasional absences for twelve (12) month employees, the building/supervising administrator shall notify the employee in writing of the number of days absent, and schedule an informal conference with the employee to discuss his/her attendance. The employee reserves the right to have union representation present.
2. At the secondary level, the informal conference should include the appropriate department chairperson or assistant principal and may occur during the conference prep or service period. The employee reserves the right to have union representation present.
3. A sample of the letter to the employee can be found on page nine (9) of the AIP Booklet.
4. A verbal warning may be issued at the informal conference. A sample of the confirmation of conference letter can be found on page ten (10) of the AIP Booklet.
5. Careful consideration and preparation should be taken by the building administrator to issue any verbal warning in a way that does not threaten the employee or focus on punitive measures.
6. All district collective bargaining agreements allow the employee to request and



# REGULATION

## WILLINGBORO TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

R 3212/Page 4 of 5

### PROFESSIONAL STAFF ATTENDANCE REVIEW AND IMPROVEMENT PLAN

have present union representation for conference. It is the employee's responsibility to arrange for representation.

#### **Phase II**

1. After nine (9) occasional absences for ten (10) month employees and eleven (11) occasional absences for 12 month employees, the building/supervising administrator shall notify the employee in writing of the number of days absent. A copy of the notice to the employee must be forwarded to the Director of Human Resources and this shall be issued as a written warning.
2. The letter should include specifics, such as dates of absences, existence of medical certificates or lack thereof and confirmation of the Phase I verbal warning and written warning.
3. A sample of the letter to the employee may be found on page eleven (11) of the AIP Booklet.

#### **Phase III**

1. After eighteen (18) occasional absences for ten (10) and twelve (12) month employees, the building/supervising administrator shall schedule a formal conference with the employee for attendance irregularities.
2. A sample of the letter to the employee may be found on page twelve (12) of the AIP Booklet.
3. The building administrator may consider recommending further action against an employee, including, but not limited to:
  - Increment Denial
  - Tenure Charges
  - Disciplinary Action
  - Separation from Employment
- b. Prior to the giving of any admonition or reprimand or imposition of discipline of any kind, the Principal shall determine the nature of the absences and consider any extenuating circumstances.
- c. A written report of any attendance conference shall be prepared and retained with the teaching staff member's evaluations. The member shall, in accordance with Board



# REGULATION

## WILLINGBORO TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

R 3212/Page 5 of 5

### PROFESSIONAL STAFF ATTENDANCE REVIEW AND IMPROVEMENT PLAN

policy on teaching staff member evaluation, be permitted to examine the report and affix his/her comments, if any, to the report.

Issued: 10 September 2007

Revised: 23 April 2012

