

FITNESS TO WORK/ATTENDANCE

Purpose

It is fundamental that regular attendance is an important factor in employment. The board directs the superintendent to develop administrative rules to promote regular attendance on the part of the employees.

Administrative Rules:

1. The importance of regular attendance will be stressed with new employees as part of the district and worksite orientation.
2. Regular attendance will be a factor to be considered as part of a new employee evaluation, and in the determination to move a classified employee from probationary to regular status, or to move a certificated employee or administrator from provisional to continuing status.
3. Regular attendance will be a factor to be considered as a part of each employee's periodic evaluation.
4. Absenteeism will be considered chronic whenever the total number of absences within a 12 month period (exclusive of vacation, bereavement, or contractual personal leave) exceeds an average of one day per month for illness or injury. Exceptions to this will be cases such as major surgery, recovery from a serious or life-threatening accident or illness, or as a result of a documented mental or physical impairment that constitutes a disability.
5. Tardiness and leaving work early shall be considered along with absenteeism in determining whether a pattern of unsatisfactory attendance exists.
6. If chronic tardiness or absenteeism occurs and cannot be corrected, the district may take disciplinary action.

Adoption Date: March 16, 2017
Entiat School District 127
Revised Dates: