# SAINT PAUL PUBLIC SCHOOLS' CUSTODIAL OPERATIONS GREAT ATTENDANCE AWARD

PROGRAM 2023‐2024

PURPOSE:

While everyone knows what a difference it makes in how programs run, and how good

attendance affects co‐workers, great attendance often goes unnoticed. This program is designed to recognize those that have excellent attendance and arrive to work on time each day.

To qualify for an award, you must have been employed by Custodial Operations on or before August 1, 2023 to July 31, 2024. Form must be turned in by August 3, 2024.

Individual Awards:

* Those individuals with Perfect Attendance will be honored with certificates and their names will be "put in the Golden Bucket" for various prizes at the end of the school year.
* Those individuals with Great Attendance will be honored with a certificate at the end of the school year.

What constitutes Perfect Individual Attendance?

* 12 month full time employees (8 hrs/day) use no sick leave August‐July (excludes use of Bereavement or Vacation)

What constitutes Great Individual Attendance?

* 12 month full time employees (8 hrs/day) use no more than 32 hours sick leave August‐ July (excludes use of Bereavement or Vacation)

When & How:

Individual Awards will be presented in August before the beginning of the new school year.

* Your Head Engineer will complete the 2023‐2024 Attendance Grid.
* Your Head Engineer will submit names of those employees meeting the criteria to his supervisor the first week of August.