

Barre Unified Union School District

Attendance and Swipe in/Swipe Out Procedure

Expectation: Every staff member arrives and leaves consistent with the requirements of their contract day.

If concerns arise that a staff member is not meeting this expectation, whether a pattern over time (multiple pay periods), or numerous times in 1 pay period:

1. 1st Time - The administrator and staff member have a face to face conversation (does not need to be a special meeting)
 - The expectation is clearly articulated
 - The administrator states that staff member does not appear to be meeting the expectation
 - The staff member has an opportunity to respond to that statement
 - The administrator follows up with an email to the staff member documenting the conversation
2. 2nd Time (If the issue continues) - The administrator sets up a meeting with the staff member
 - Union representation is not required because no disciplinary action will result
 - The expectation is again clearly articulated
 - The administrator states that staff member still does not appear to be meeting the expectation
 - The staff member has an opportunity to respond to that statement
 - The administrator follows up with an email (verbal warning per template) to the staff member documenting the conversation and stating that further instances will result in disciplinary action
3. 3rd Time (If the issue continues) - The administrator sets up a meeting with the staff member and union representation (if staff member is in a bargaining unit)
 - Formal letter goes into personnel file, including directive to swipe in and out as detailed below
 - Staff member is required to swipe in and out until further notice (typically for the remainder of the school year, or if the letter is issued in Q4 then also for Q1 of the following year)
4. Any further instances involve Superintendent, as suspension may result