

Regulation

ATTENDANCE

Certified Staff

The following guidelines shall apply to attendance for certified staff members:

- A. A record of teaching staff attendance will be maintained annually indicating the individual attendance of all teaching staff members. The record shall record absences in increments of one-half day and include absences for sick, personnel, professional, annual leave, and leaves of absence;
- B. Each individual's rate of attendance as well as the district's rate of attendance shall be calculated annually;
- C. An employee's attendance record is considered a part of his or her personnel file;
- D. Attendance records will be compiled by school and district on a monthly basis and an attendance summary prepared from this information;
- E. A record of substitutes utilized in the district will be maintained on a monthly basis and indicates the teaching staff member for whom the substitute served;
- F. The building principal shall develop appropriate means to recognize teaching staff members who's attendance is exemplary;
- G. The building principal shall confer personally with staff members following an absence for reasons of illness to convey to the staff members a sense of the district's concern for their health and wellbeing;
- H. The chief school administrator shall meet with the administrators in the district to review the attendance summary when attendance rates of the teaching staff fall below State of New Jersey minimum standards. The administration shall review the attendance to develop specific strategies for reducing absentee rates;
- I. The building principal shall be responsible for the implementation of any corrective action plans developed and initiated in the district;
- J. Teaching staff member's attendance, when within the limitations of the collective bargaining agreement, may only be considered in an evaluation when it becomes an impediment to the educational goals of the district;
- K. The chief school administrator shall include the importance of regular attendance and the need for the district to maintain staff attendance rates at or above State standards in the staff development program for the district staff;
- L. The chief school administrator will prepare an annual attendance report for the teaching staff.

Uncertified Staff

The following guidelines shall apply to attendance for support staff members:

- A. A record of support staff attendance will be maintained annually indicating the individual attendance of all support staff members. The record shall record absences in increments of one-half day and include absences for sick, personal, professional, annual leave, and leaves of absence;

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- B. Each individual's rate of attendance as well as the district's rate of attendance shall be calculated annually;
- C. An employee's attendance record is considered a part of his or her personnel file;
- D. Attendance records will be compiled by the district on a monthly basis and an attendance summary prepared from this information on an annual basis by the business administrator;
- E. A record of substitutes, if any be authorized by the business administrator, utilized in the district will be maintained on an annual basis and indicate the support staff member for whom the substitute served;
- F. The business administrator shall develop appropriate means to recognize support staff members who's attendance is exemplary;
- G. The supervisor shall confer personally with staff members following an absence for reasons of illness to convey to the staff members a sense of the district's concern for their health and wellbeing;
- H. The business administrator shall be responsible for the implementation of any corrective action plans developed and initiated in the district;
- I. Support staff member attendance, when within the limitations of the collective bargaining agreement, may only be considered in an evaluation when it becomes an impediment to the operations of the district;
- J. The business administrator shall include the importance of regular attendance and the need for the district to maintain staff attendance rates at or above State standards in the support staff development program for the district.

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