Randolph Township Schools
Employee Attendance Plan

The regular and prompt attendance of staff is an essential factor in the efficient and effective operation of any school district and is, therefore, considered by the Randolph Township Board of Education, to be a vital criterion of satisfactory job performance. District employment imposes, on each employee, the responsibility to be on the job and on time every scheduled working day. While no staff member will be discouraged from the prudent and necessary use of all accrued leave entitlements provided for by negotiated bargaining agreement and/or board policy, he/she is required to take reasonable precautions against accidents, both on and off the job, and manage his/her personal affairs outside of employment in order to satisfy district attendance requirements. This plan is an effort to provide guidance regarding district attendance policies and procedures and to ensure consistency in their interpretation throughout the district as a whole.

Chronic staff absenteeism and tardiness disrupt work schedules and interferes with the smooth implementation and operation of the educational program. Per Randolph Township Board of Education Attendance Policies 3212, 4212, 4127, 4127.1, and 4127.2, along with Regulations 3212 and 4212, "the Superintendent, in consultation with administrative staff members, will review the rate of absences among staff members. The review will include the collection and analysis of attendance data, the training of staff members in their attendance responsibilities, and the counseling of staff members for whom regular and prompt attendance is a problem."

To that end, administrators must document and address corrective measures taken to assist an employee in improving his/her attendance throughout the school year.

NJSA 18A:30-1: Defines sick leave as the authorized absence from duty for personal illness, family care, domestic violence, or other specified reason, including recent expansions under 2023 legislation.

The following Employee Attendance Plan will be implemented and effective July 1, 2019, with the goal of monitoring employee absenteeism/tardiness through counseling and advisement, and ultimately improving student achievement.

The following types of absences will **not** be counted against employee attendance:

- Approved professional days
- Military Reserve Training Leave
- Jury Duty
- Court appearances to testify on behalf of the Board
- Authorized workers' compensation leave
- Approved vacation/paid personal days
- Bereavement
- Medical leaves of absence exceeding ten business days or more
- Leave of absence covered under FMLA or NJFLA
- Compassionate leave

Work Year	0-8 Sick/Unpaid Personal Days	Day 10.5+ Sick/Unpaid Personal Days
10 Month Employees	When an employee takes their 8th day, they will meet with their supervisor/principal to review attendance and historical attendance data. This meeting will be brief and informational.	Employee will meet again with their administrator; meeting summary will be documented in their personnel file regarding attendance patterns or lack thereof; doctor's notes will be required each time a sick day is used beyond this point
Work Year	**0-10 Days Sick/Unpaid Personal Days**	**Day 12.5+ Sick/Unpaid Personal Days**
12 Month Employees	When an employee takes their 10th day, they will meet with their supervisor / principal to review attendance and historical attendance data. This meeting will be brief and informational.	Employee will meet again with their administrator; meeting summary will be documented in their personnel file regarding attendance patterns or lack thereof; doctor's notes will be required each time a sick day is used beyond this point

We will provide assistance to those employees who have multiple absences and display repetitive and/or predictable patterns of absence. Examples of patterns would be:

- Day(s) immediately before and/or after a holiday or school break
- Mondays and/or Fridays, the day after payday
- Professional development days (meaning an employee calls out sick on multiple professional development days in multiple school years)
- Utilizing all accrued sick time each year without physician documentation over multiple school years.

Within a staff member's summative evaluation, it will be noted as to whether or not an employee has had attendance patterns identified. This notation will occur at the end of the evaluation by way of a check box, example below:

The employee has had excessive attendance patterns identified:

(yes or no dropdown)

If "yes" was selected, please advise:

Drop down to read: Patterns identified and documented in personnel file

OR

Patterns identified and documented in this summative evaluation and personnel file

In order to assist district administrators in monitoring attendance, the Department of Human Resources will provide to each Administrator a monthly report of department attendance. Additionally, each Principal and Supervisor will receive a daily attendance report. The full administrative team will have access to attendance reports at any time in the Absence Management system.

Working together, we will assist and support those staff members who struggle with attendance. Anyone with questions is encouraged to reach out to the Department of Human Resources. If you have questions regarding a leave of absence for a personal illness or illness in your family, please contact Human Resources, there are options available and Human Resources will help you navigate that process. If you have a recurring medical condition, please reach out to Human Resources and a plan can be put in place.