### 518. PENALTIES FOR TARDINESS AND ATTENDANCE

1. **Purpose**

   School programs cannot commence and pupils cannot be taught at prescribed times without the punctual and reliable attendance of all educational staff. Therefore, a prerequisite for efficient performance of an employee’s duties is the punctual commencement and proper completion of regularly assigned duties.

2. **Authority**

   Timely attendance by district employees is a matter of primary concern to the Board. These guidelines express that concern through direction to the Superintendent and district staff as to how tardiness and attendance are to be treated.

3. **Delegation of Responsibility**

   It shall be the responsibility of the Superintendent to assess penalties when a classified employee fails to meet attendance requirements.

4. **Definitions**

   **Absence** shall mean not being present at work as scheduled. Absence includes both approved and unauthorized absences. Approved absences generally are previously scheduled absences for personal, professional and/or medical reasons or unanticipated absences due to illness or other emergency situations for which accrued paid leave is used. Unauthorized absences generally are those absences not previously scheduled and not subsequently supported by evidence demonstrating the necessity for the absence of this policy.

   **Tardy** shall mean not reporting to the work site in a timely manner at the beginning of the scheduled workday, activities or at the end of a meal period. Tardy also includes failure to remain at the work site for the full scheduled period of time without prior administrative approval.

5. **Guidelines**

   **Penalties For Tardiness And Absenteeism**

   It is the employee’s obligation to notify their supervisor or designee of any anticipated tardiness or absence as far as possible in advance of the scheduled workday. In the event of an unforeseen circumstance that would cause an employee to be absent or tardy, the employee shall advise the building administrator as soon as possible and report the absence on the substitute calling system to ensure an opportunity for coverage.
When tardiness or an unauthorized absence occurs, the employee shall provide the building principal or designee with an explanation, and the explanation shall be filed with the Human Resource Office.

No employee shall leave the work site before the end of the scheduled workday unless authorized to do so by the building principal or designee.

**Disciplinary Procedures For Tardiness And Unauthorized Absences**

As there are policies which allow for serious medical issues or leave for approvable purposes, as well as an allocation of leave each year for all district employees, unapproved absences shall be deemed as a serious offense. Unauthorized absences and tardiness will be recorded on a cumulative basis during each school year. Excessive tardiness or unauthorized absences, whether it is reported or not, shall be cause for disciplinary action. Disciplinary action will be taken based on the total number of occurrences each school year. While the district will generally pursue progressive discipline against an employee for violations of this policy, it reserves the right to immediately pursue more severe disciplinary sanctions if warranted by the particular circumstance of a situation.

Discipline for unapproved absences will be administered as follows:

1. One (1) Unapproved Absence – Written Warning.
2. Two (2) Unapproved Absences – Suspension.
3. Three (3) Unapproved Absences – Dismissal from employment.

Whether tardiness or unauthorized absence is with good cause shall be determined by the Superintendent or designee.

A cumulative record of all tardiness and unauthorized absences will be retained in the employee’s personnel file.