

CLASSIFIED ATTENDANCE STANDARDS

The purpose of the Classified Attendance Standards are to provide guidelines to supervisors concerning employees who are approaching or in deduct status pertaining to the use of temporary leave.

RUBRIC TO ADDRESS ATTENDANCE CONCERNS:

The employee has **40* hours of temporary leave remaining**. An "awareness letter" will be sent to the employee concerning their temporary leave. The letter signed by the supervisor will be kept in the supervisors file for 5 years.

The employee has **exhausted temporary leave**. The supervisor will conduct a conference with the employee. Recommendations for possible assistance if needed by the employee may be included in this conference (i.e. EMPAC). The "awareness letter" utilized in this conference is signed by both the employee and the supervisor. A signed copy of this letter is to be given to the employee. This is not a disciplinary conference. The documentation of this conference will be kept in the supervisors file for 5 years.

DISCIPLINARY ACTION	Deduct Absence #1	Deduct Absence #2	Deduct Absence #3	Deduct Absence #4
Level 1 – Employee is in deduct status for the <i>FIRST</i> time since employment OR It has been at least 5 years since the employee has been in deduct status. Documentation of this disciplinary action is sent to personnel.	Probation (30 day)	Suspension 1 day	Suspension 3 days	Termination
Level 2 – Employee is in deduct status, with similar status in the preceding school year. Documentation of this disciplinary is sent to personnel.	Suspension 3 days	Termination		
Level 3 – Employee is in deduct status, with no deduct in the preceding school year, but has been in deduct status in one of the previous 5 years of employment. Documentation of this disciplinary is sent to personnel.	Probation (30 day)	Suspension 3 days	Termination	

IT IS THE EMPLOYEES RESPONSIBILITY TO BE AWARE OF HOW MANY HOURS OF TEMPORARY LEAVE THEY HAVE ACCUMULATED/USED/AND HAVE REMAINING.

- A deduct absence that shall be considered as exempt from the rubric must be approved by either the Division Director/Building Principal. Further, the deduct absences listed apply as long as an employee is in deduct status, even if a probationary period has ended.
- The rubric to address attendance concerns is a guideline for the consistent application of disciplinary action based upon attendance. Such application may vary under unusual circumstances based upon an employee's attendance history and/or reasons for absence.
- Employees who are in some form of deduct status, but are currently being treated for a mental/dependency problem, regardless of any prior history of deduct, shall have their case reviewed by the Division Director, Building Principal, Human Resources, SSC Attendance Review Committee or Superintendent Designee based upon the nature of the specific problem and their past attendance history.
- A formal disciplinary conference requires the supervisor to give written 24-hour notification to the employee. The employee has the right to bring representation of their choice to the conference.

*The goal is to notify the employee as close to 40 hours as possible—realizing that due to hours missed this awareness letter may not be issued at exactly 40 hours of temporary leave remaining.