

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: ATTENDANCE PATTERNS

The Board of Education is responsible for providing a continuous education program for the community. In order to fulfill its mandate, the Board expects all employees to report to work each scheduled day on time. All employees are expected to strive for perfect attendance.

The Board believes that pupils in their formative years deserve the best education possible with as complete continuity as can be accorded them, recognizing that excessive employee absenteeism has a deleterious effect on their education.

The Board requires that each employee's attendance record be reviewed in connection with the employee's periodic performance review.

The Chief School Administrator shall develop procedures to encourage all staff to strive for excellent attendance and punctuality records. These procedures should include a requirement that staff members personally report all illnesses and request all leaves at the earliest possible time. Procedures shall be in accordance with New Jersey statutes and negotiated contracts to which the Board is a party.

The review of employee attendance patterns should provide for:

- a. recognition of excellent attendance
- b. disciplinary action in the event of failure to meet established criteria

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
N.J.S.A. 18A:29-14 Withholding increments; causes; notice of appeals
N.J.S.A. 18A:30-1 et seq. Leaves of absence
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6:8-1.1 Words and terms defined

Montville Education Ass'n v. Montville Bd. of Ed., 1984 S.L.D. 550, rev'd St. Bd. 1984 S.L.D. 559, rev'd App. Div., unreported decision (docket no. A-1178-84T7, decided December 6, 1985) 1985 S.L.D. 1972, decision on remand, St. Bd., 1986 S.L.D. 3113

Burlington Educational Ass'n v. Burlington Bd. of Ed., 1985 S.L.D. 889, aff'd St. Bd.

1985 S.L.D. 912

Scotch Plains-Fanwood Board of Education v. Scotch Plains-Fanwood Education Association, 270 NJ Super 444 (App. Div. 1994) rev'd. Supreme Court (A-45) decided January 26, 1995

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Revised: August 28, 1989

Revised: June 30, 1997

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