



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Attendance

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3212 ATTENDANCE

The East Orange Board of Education recognizes that an effective educational system is one in which all staff members, whenever possible, report for duty each and every working day. Therefore, to foster and maximize staff attendance at the 95 percent level, an attendance improvement program shall be developed and implemented.

The primary purpose of the attendance program shall be to improve and maintain the quality of education. Improved attendance will increase the level of staff contact time and ensure the continuity of learning by reducing to a minimum the interruption of services provided pupils by full time staff.

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff member absenteeism disrupts the educational program the Board of Education considers attendance an important component of a staff member's job performance.

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include the withholding of a salary increments, dismissal, and/or certification of tenure charges.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.

The Superintendent of Schools shall be responsible for developing, implementing, and maintaining an attendance program that is consistent with the basic philosophy, purpose, and mission of this school district.



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Full consideration shall be given to the development of positive approaches for dealing with human behavior and to the institution of proper motivational techniques designed to engender improved staff attendance.

The Superintendent shall include in this program plans for conducting annual audits of district staff attendance. Such audits shall be the basis for a comprehensive report to the Board of Education in August of each year.

Definitions

Sickness or illness may be defined as a physical or mental impairment which can be certified by a physician, **if needed**. It tends to debilitate a person to the extent that it reduces his/her effectiveness on the job and may be classified as short-term or long-term.

Short-term occasional illnesses are sporadic periods of absences over a long duration, each of which usually consists of one to three days.

Long-term occasional illnesses are absences over a long duration, consisting of four days or more, in which a staff member is absent because of a legitimate ailment. All staff members must be cleared by the Human Resources Department prior to returning to their assignment.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et.seq.

Adopted: 3 December 2008

Adopted: 27 June 2013

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