

POLICY

Revised

FRANKLIN TOWNSHIP
BOARD OF EDUCATION

File Code: 4151

ATTENDANCE PATTERNS

The Board of Education believes that the regular presence of assigned personnel is vital to the success of the district's educational program. Consistent absenteeism or tardiness is unacceptable and subject to disciplinary action.

In a school year, if an employee is documented as late 2-4 times, he or she will receive a verbal warning. Upon a 5th lateness a written warning will be issued, and copied to the personnel file. Upon the 8th lateness, a second written warning will be issued, copied to the personnel file, and notice of intent to withhold increment will be issued. Upon further incidence of lateness, recommendation will be made to the board to withhold increment.

The staff member must personally report all illness and request all leave at the earliest possible time. All attendance procedures shall be in accordance with New Jersey statutes and district negotiated contracts.

The chief school administrator shall provide a report on staff attendance at every regular monthly board meeting.

Date adopted: 11/20/00

Date reviewed: 3/23/09

POLICY**New****FRANKLIN TOWNSHIP
BOARD OF EDUCATION****File Code: 4140/
4240**COMPENSATION TIME

The Franklin Township Board of Education hires each employee to perform the duties described in a job description, and it expects the duties to be performed within the time frame of the regular workday. Occasionally, it may be necessary for an employee to work longer than an ordinary workday to perform his/her regular duties, and no compensation ordinarily is given for such "occasional extended work days."

The Board additionally recognizes that circumstances may make it necessary for an employee to work beyond what would be considered an "occasional extended workday." In such cases, the employee may be granted compensation time, hereafter called "Comp Time." In those extraordinary circumstances, Comp Time may be approved for salaried employees if:

- A. The duties to be performed constitute an emergency and the work must be performed immediately.
- B. The supervisor must certify that the duties to be performed exceed the "occasional extended day" standards.
- C. The amount of Comp Time shall not exceed thirty-five (35) hours per year per employee.

Comp Time shall be documented in a log, signed by a supervisor as it is accrued. Comp time shall be logged in the on-line attendance system as an "other" absence.

Date Adopted:

Possible Cross References:

4111	Recruitment, selection and hiring
4111.1	Nondiscrimination/affirmative action
4211	Recruitment, selection and hiring
4121	Substitute teachers
4222	Non instructional aides

POLICY

New

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 4213.2

SUMMER HOURS

The district shall operate on a summer schedule in an effort to accommodate employees, to encourage work/life balance and conserve utility and other related costs. The daily operational hours of the summer schedule as well as the beginning and ending dates shall be determined annually by the board. In general during the summer, the school building shall be open for business from 8:00 am through 3:00 pm, Monday through Friday. Regular full-time staff may select a work schedule of 8:00 am through 2:00 pm or 9:00 am through 3:00 pm, Monday through Friday. The chief school administrator is directed to determine and consider which operational needs are paramount in all decisions regarding approving staff summer scheduling preferences.

The Superintendent reserves the right to authorize additional hours up to the full work schedule or return to the regular work schedule to accommodate the efficient operation of the school or any emergent and unforeseen needs of the educational program.

Eligibility

The following employees shall be eligible for summer schedules with no reduction to their annual compensation rate:

- A. Full-time active status support staff.
- B. Full-time active status professional staff.
- C. Full-time professional employees designated as administrators.

Per diem employees shall be paid at their established hourly rate.

Date Adopted:

Key Words

Summer Employment, Hiring, Application, Assignment

Possible

Cross References:

2224	Nondiscrimination/affirmative action
2131	Chief school administrator
4111	Recruitment, selection and hiring
4111.1	Nondiscrimination/affirmative action
4112.2	Certification
4112.4	Employee health
4112.6	Personnel records
4112.8	Nepotism
4121	Substitute teachers
4124	Substitute teachers

4211	Recruitment, selection and hiring
4222	Noninstructional aides
5120	Assessment of individual needs
6010	Goals and objectives