

Regulation

CENTRAL OFFICE AND EXEMPT EMPLOYEE ATTENDANCE

The board of education believes that the regular attendance of central office personnel is vital to the success of the district's educational program. Consistent absenteeism or tardiness is unacceptable, presents an inappropriate example for an educational leader and is subject to disciplinary action.

The following guidelines should assist the board in monitoring the attendance and lateness of the Central Office.

The board designates that the chairperson of the education committee monitors the attendance and lateness of the superintendent of schools. The Superintendent of Schools shall monitor the attendance and lateness of all other central office and exempt employees.

All central office administrators are expected to work a minimum of eight hours per day.

All central office administrators are allowed a one hour duty free lunch.

It is expected that both the superintendent's office and business office are supervised from 8:00 a.m. to 4:00 p.m.

The following central office administrators, superintendent of schools, deputy superintendent, assistant superintendent, board secretary, business administrator, will attend all board of education meetings, as well as other school functions in which it is determined their presence is beneficial or appropriate.

Adopted: June 1999

Readopted: June 2013