

# Paterson Public Schools Attendance Procedures



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**Accuracy of Attendance, Site Scan-in/Scan-out Procedure, and the Edumet System**

All Staff, including but not limited to Assistant Superintendents, Coordinating Directors, Directors, Supervisors, Coordinators, Building Principals, Teachers, Instructional Assistants, Secretaries, Custodians, Cafeteria Workers, Parent Coordinators, and Security Guards, are required to adhere to the attached attendance procedures. All employees will scan in/scan out effective July 1, 2007.

Ultimately, every employee is responsible for ensuring the accuracy of their attendance via the use of their employee portal. Anything short of accurate daily attendance being entered into the system will be categorized as falsification of information and neglect. If this occurs, disciplinary action will be taken against those responsible for said locations. The scan in data collected at each location is the permanent record; therefore, that information must be entered into the Edumet system daily. Scan in/out reports from one year to the next must be on file at the site for future reference.

1. Staff are not allowed to scan in or out for other employees.
2. All employees' absences must be entered in the Edumet system daily by 12:00 noon (this includes custodians and cafeteria workers).
3. Timekeepers are not allowed to enter their own absences in the computer system. Therefore, every site must have a timekeeper and an alternate timekeeper.
4. In addition, Paterson Public School personnel are not permitted to work during breaks or lunch periods or leave early unless their supervisor gives prior approval in writing.
5. All corrections for absences will be made in Edumet, and missing scan in/out times will be corrected in Kronos by the Timekeeper. For bereavement and jury days, use available days until proof is submitted to you. A copy should be kept with daily attendance and change forms in each school or central office attendance reporting office.
6. After TWO (2) consecutive absences (sick days), the administrator or district will request that employees submit a doctor's note. The doctor's note must be forwarded to the Staff Attendance Office. Leave documents are required after six (6) consecutive days (exclusive of vacation).

## **CODES FOR ATTENDANCE**

The only codes for attendance recording are the following:

- B - Bereavement Day
- C - Conference Day
- D - Docked (When available days have been used)
- FI- Family Illness
- F - Field Trip
- I - In-service/Workshop
- J - Jury Duty
- P - Personal Day
- O- N/C Contract
- NV- N/C Vacation
- H - School Business Day
- S - Sick Day
- PR - Professional Development
- U - Union
- T - Tardy
- V - Vacation Day

- **No other codes should be entered into the Edumet system. Unidentifiable codes such as an X or an A are prohibited.**

**Logistics**—Workshops, In-services, Conferences, Field Trips, and Bereavements must be approved before entering these codes in the automated system.

### **Reporting Attendance**

1. Paterson Public School employees must notify their administrator, supervisor, and/or timekeeper if they plan to be absent and must indicate what type of absence will be taken (Personal Day, Sick Day, etc.). All staff members should report their absence by using the AESOP if they report their absence before 7:15 a.m. Teaching staff can request a substitute via AESOP. After 7:15 a.m., staff members must report their absence by contacting their administrator directly.

2. As new or transferred employees enter a location, the administrator should advise them of the procedures for scan-in/scan-out, absence reporting, and the timekeeper responsible for their attendance. Employees who have shared time at more than one site can scan in/out where they are each day of the week.

### **Employees - Out of Sick and Personal Days/Retirement and Resignation**

Employees are removed from direct deposit if they have five (5) or fewer days in their paid time off bank. The responsible Administrator must make a concerted effort to assist the district in avoiding paying employees who are out of sick or personal days and continue to be absent.

They will be removed from direct deposit for the remainder of the school year and will be reinstated in direct deposit the following school year. It is the employee's responsibility to contact Human Resources if their banking information has changed.

Any employee planning to retire or resign should give written notice to the Department of Human Resources. Paychecks will not be generated after the date of resignation or retirement.

### **Workers' Compensation**

Workers' Compensation days can only be recorded by the Worker's Compensation Manager, after the approval of the Risk Manager, who is communicating the judgment of the Third-Party Administrator. (CCMSI, 3535 Route 66 Bldg. 6, Neptune, NJ 07753 1-888-918-9111). The responsible administrator must notify the Risk Management Office when an employee is out due to a work-related incident.

Timekeepers must charge these days as "S" sick days. The Worker's Compensation Manager will change them to "W" Worker's Compensation days when the proper documentation is received and approved.

### **Jury Duty**

Employees must submit the following documentation to their immediate Administrator, who will initial it and send it to the Staff Attendance Office:

- Original petition to serve as a juror from the county in which they live;
- A copy of confirmation of days served from the county clerk;

If excused from jury duty before 11:00 a.m., you must report back to work. The district will confirm the time excused by contacting the jury duty manager.

### **Bereavement Days**

Paterson Public School's employees must call in to notify their Administrator regarding the request for bereavement days. All PEA members who require substitute coverage for bereavement days should report their absence in Frontline before 7:15 a.m. the day of the absence. All other staff members should also report their absence in Frontline but should not request a substitute. They must report their absence by calling their administrator. Upon returning to work, all employees must submit the Bereavement Form to their immediate Administrator and appropriate proof, who will sign it and send it to the Staff Attendance Office.

## **Leave of Absence**

The employee requesting leave of six (6) or more days must complete a "Leave Form" and submit it directly to staff attendance.

A medical leave requires a properly completed leave form with a projected date of return to work. When an employee returns to work, a medical clearance note must be presented and sent to the Staff Attendance Office. Leaves of absence with or without pay will not be approved for an indefinite period of time; therefore, a return to work or re-evaluation date must be provided.

Return to work made in writing to Lynette Gonzalez, so the employee may be placed back on payroll. If Lynette Gonzalez is not notified, the individual will not be on payroll and, therefore, will not be paid promptly. Failure to report return to work date to the Staff Attendance Office will result in discrepancies with the calendar bank and payroll.

## **Requirements for Compensatory Time**

The Paterson School District does not allow Compensatory time. However, based on dire need, Compensatory time may be approved if requested and approved in advance by their Cabinet Level Administrator. No employee can accumulate compensatory time prior to receiving approval, and no employee can use accumulated approved compensatory time without prior approval. An employee has 30 days to use their accrued comp time.

- The Cabinet Level Administrator must grant approval to accumulate and use accrued compensatory time. An employee cannot use comp time when they are tardy. The employee must also notify the attendance timekeeper before their scheduled scan-in time.
- Once the form is approved, the Assistant Superintendent will send the compensation form back to the school/department. The Compensation Form will be given to the timekeeper to keep record of time used and balance.
- When an employee is ready to use Compensatory Time and all approvals are complete on the form, the Timekeeper will provide the Staff Attendance Office with a Leave Request Form indicating the date Compensation Time will be used. The Staff Attendance Office will input all Compensation Time into Kronos.

## **Tardies**

Employees shall be considered tardy if they arrive after the times designated in dependent upon the work schedule mode in which they work. Any arrival up to and including sixty-five (65) minutes before the beginning of the staff member's workday beyond this period shall be

considered an absence for half the day; an arrival after 12 noon shall be considered an absence for a full day. When an employee is tardy four (4) times, the principal shall issue a warning, in writing, to the employee.

When an employee is tardy for a fifth (5) time, the principal shall promptly report said tardiness to the State District Superintendent or designee, and said employee shall forfeit one-half day's pay. Said report shall include all dates on which the employee was late and when the employee arrived for duty. Each additional tardiness may subject an employee to an additional half day's loss of pay for each tardiness.

An employee shall be considered absent if provisions have been made for a substitute.

### **Failure to Sign In/Out**

Should the District allege a staff member failed to sign in as required in this Article, the employee shall be notified by the District no later than the end of the next work day. In this way, the employee shall be allowed to explain or challenge the claim that s/he did not sign in. If not notified, the allegation of failure to sign in shall be waived for that incident.

Upon the first occasion during a school year of failure to sign in/out while present for work, the Principal or other Administrator will issue a verbal warning to the employee and maintain a record of the notice.

After the second incident, the same procedure will be followed. In addition, a written notice of the sign-in requirement and the staff member's obligation to sign in will be given to the employee.

After the third incident, the administrator will conference with the staff member to ascertain why a problem with signing in still exists. The administrator will make every attempt to help the staff member remove any obstacles to signing in. A warning letter of possible disciplinary action will be issued upon the next incident.

After the fourth incident, and provided that the administrator has given the required notice, employees shall be penalized by being docked as follows:

Certificated staff	\$33.00
Support staff	\$16.50

After the fifth incident, and for each incident after that, the employee shall forfeit one day's pay.

### **Military Leave Request**

Military leave form requests must be completed, signed by the immediate Administrator, and sent to the Staff Attendance Office before the Leave start date. Proper military documentation must be attached to the leave request form.

### **Change Form**

A change form for accumulated days must be utilized to change a recorded day to another type of absence (e.g., personal day to sick day or sick day to actual workday). The employee and the immediate administrator must sign off on the day and send it to the Staff Attendance Office.

### **Requested Vacation Days**

All vacation days must be pre-approved. Vacation days should be entered in Frontline (AESOP). An email will be sent to the immediate administrator for approval. If entered in Frontline, the vacation day will be entered automatically in Edumet. All vacation days must be entered in the Edumet system. Twelve-month employees must submit a schedule for additional workdays for each year and request approval from their Assistant Superintendent by June 30<sup>th</sup> of each year.

### **ILLNESS/EMERGENCY**

Any employee who must leave the building due to an illness or emergency before minimally completing three (3) hours and forty-five (45) minutes from their designated swipe in time; said employee's bank of accrued days shall be deducted a full days' sick, personal or vacation day. Leaving after the completion of three (3) hours and forty-five (45) minutes (minimum attendance) as described above, said employee's bank of accrued days' will be deducted one-half (1/2) sick, personal, or vacation day.

### **EVENING MEETINGS**

Building-level staff members are required to attend four (4) meetings with parents, which shall be scheduled as follows:

- The administration will schedule Back to School Night on a school day during September from 6:00 p.m. to 8:00 p.m.
- Fall Session: Parent-teacher conferences to be scheduled by the Administration on a school day from 5:30 to 7:30
- Winter Session: The Administration will schedule Parent-teacher conferences on a school day from 4:30 to 6:30.
- Spring Session: The Administration will schedule Parent-teacher conferences on a school day from 5:30 to 7:30.



**Employee Services Contacts**

Staff Attendance Ext. 10748

Health Benefits Ext. 10745

Payroll Ext. 10530

Mrs. Lynette Gonzalez, Director of Employee Services 973-321-0745

Mrs. Marcel Javier, Supervisor of Staff Attendance, Health Benefits, and Pension  
973-321-0748

Ms. Esther Boone, Pensions 973-321-0603

Ms. Glenny Gaines, Tuition Reimbursement 973-321-2452

Ms. Nicole Steverson, Health Benefits 973-321-0827

Ms. Millie Torres, Health Benefits 973-321-2314

Ms. Maria Cobian, Staff Attendance 973-321-2429

Ms. Sharon Barbaro, Staff Attendance 973-321-2310

