

## **FITNESS TO WORK/ATTENDANCE**

It is fundamental that regular attendance is an important factor in employment. The board directs the superintendent to develop administrative rules to promote regular attendance on the part of the employees.

### **Administrative Rules:**

1. The importance of regular attendance will be stressed with new employees as a part of the district and worksite orientation.
2. Regular attendance will be a factor to be considered as part of new employee probationary evaluation and in the determination to move a new employee to regular, contract teacher, or contract administrative status.
3. Regular attendance will be a factor to be considered as a part of each employee's periodic evaluation.
4. Tardiness and leaving work early shall be considered along with absenteeism in determining whether a pattern of unsatisfactory attendance exists.
5. If chronic absenteeism occurs and cannot be corrected, the district may take disciplinary action.

**Adoption Date: 3.27.19**  
**Tonasket School District**