

**A. Introduction**

Non-contract, hourly employees are a vital part of the District's workforce; they help the District provide important services that could not be provided with full-time employees alone. Because non-contract, hourly employees are paid by the hour, they are expected to work scheduled shifts completely. While non-contract hourly employees enjoy some flexibility with respect to work hours and responsibilities, attendance and punctuality remain critical to the operation of schools and District facilities and departments. If a non-contract, hourly employee is regularly incapable of covering scheduled shifts completely, the District must locate a new employee who can.

**B. Statement of Policy**

All non-contract, hourly employees are expected to arrive on time and work a full shift subject to specified breaks, mealtimes, or other agreed-upon periods of non-work. A non-contract, hourly employee that is late or unable to work during a scheduled shift shall make prior arrangements, wherever possible, with a supervisor and secure a substitute. Reporting late to a shift will subject an employee to discipline. Failing to cover a shift or leaving a shift without notifying the supervisor is considered job abandonment and will not be tolerated.

**C. Missing Shifts**

1. Non-contract, hourly employees may make requests to miss one or more shifts to the principal, department director, or other equivalent supervisor. Wherever possible, requests to miss a shift shall be submitted in writing and preapproved by the principal, department, director, or equivalent supervisor.
2. Principals, department directors, and other equivalent supervisors shall have discretion to grant permission for missing up to five (5) shifts per school year. Request forms are supplied by the Human Resources Department. Permission for absences by non-contract, hourly employees beyond five (5) days may only be granted by an assistant superintendent.
3. The foregoing requirements are subject to the exceptions of illnesses and medical emergencies, in which case, an employee is required to contact an appropriate supervisor as soon as possible—prior to a shift wherever possible—and make arrangements to return to work as soon as possible.

4. Absenteeism without authorization (including absences related to a withdrawal of services, walkout, or strike) may be considered job abandonment subjecting non-contract, hourly employees to discipline up to and including termination.

**D. Additional Considerations**

1. Administrators reviewing requests by non-contract-hourly employees for missing one or more shifts, including assistant superintendents, shall consider each request on its merits and consider factors such as those contained in the following list:
  - a. related disabilities and/or serious health concerns;
  - b. unforeseen accidents, death, or critical family member needs;
  - c. current workloads of employees, the school, or the department involved;
  - d. the need for substitutes and the availability, effectiveness, and cost of substitutes when required;
  - e. the extent to which work missed can be made up later or covered by other employees;
  - f. repeated or frequent absences;
  - g. the best interests of the students and of the educational program as a whole; and
  - h. the welfare and morale of the staff.
2. Subject to approval by Human Resources, non-contract, hourly employees may be granted up to thirty (30) absences within ninety (90) days of childbirth or pre-adoption placement. Approval shall be requested from the appropriate assistant superintendent ten (10) days or more in advance of the absences. Failure to return to work after the approved absences will constitute voluntary resignation.
3. The ADA coordinator in the District Benefits Office is responsible to assist employees making requests based upon disabilities and serious health conditions and provide employees information regarding the same.