

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

ATTENDANCE REGULATIONS FOR NON-INSTRUCTIONAL STAFF

FORMERLY 4300

504.5 ATTENDANCE REGULATIONS FOR NON-INSTRUCTIONAL STAFF

1. Office Assistants shall have their hours set by the Board of School Directors. Strict adherence by office assistants to their daily schedule shall be expected for effective school organization.
2. Building custodial personnel shall be directly responsible to the Supervisor of Building and Grounds or a designate. Their hours for duty shall be established, and they shall observe schedules strictly as set.
3. Physicians, dentists, and nurses shall be responsible to the Principal, and their schedules shall be arranged through the Principal.
4. Punctuality and absence regulations shall apply to non-instructional employees as well as to instructional employees.
5. All District employees shall remain on the premises of their assigned building during the prescribed working hours unless permitted to leave by the building Principal or other Supervisor.
6. Unless negotiated otherwise, all compensation required to be paid under the provisions of the sick leave policy or for other approved leave shall be paid to the employees in the same manner and at the same time said employee would have received his or her salary if actually engaged in the performance of his/her duties.

APPROVED 5/20/15
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