



Saint Paul Public Schools
Food and Nutrition Services *Independent School District 625*
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To: NS Coordinators
From: Stacy Koppen
Subject: Attendance Guideline

Date: TBD
Effective: TBD

Employee sign
Done by Feb 5th
Effective date

In an effort to ensure that Nutrition Services is able to fulfill its mission of serving healthy meals which support a strong learning environment, the attendance of employees on a daily basis is vital to achieving that mission. This attendance guideline provides an understanding of the attendance expectations of Nutrition Services employees.

Attendance is documented by the site supervisor and reviewed regularly by the coordinator. Medical verification is required for any medical absence of three or more consecutive days; when an employee is required to submit documentation related to disciplinary procedures; and/or when directed to do so by their supervisor. For absences which are not medically related, employees should visit directly with their supervisor or coordinator when requesting time off.

Nutrition Services (NS) will conduct attendance audits to ensure reasonable consistency and fairness in the application of these guidelines for employees.

Supervisors are expected to manage attendance within the attendance guideline and the Occurrence Model described in this guide. Staff members are responsible for keeping his/her supervisor informed of all absences. Notice should be provided in accordance with the NS Employee Handbook and the employee's Labor Agreement.

Standardization and consistency are necessary, but good judgment and discretion are also vital to the success of the program. While the techniques and tools should be consistent, recognizing the individual circumstances of each employee should be given reasonable consideration.

Occurrence Model

Based on a rolling 12-month period, the following actions will be taken depending on the number of occurrences that an employee accumulates during the 10-month school year(s) in that period:

- 1 occurrence: employee coaching (prior to end of the shift for each tardy or absence)
- 3 occurrences: oral reprimand*
- 6 occurrences: written reprimand*
- 8 occurrences: second written reprimand*
- 9 occurrences: termination from the position*

* Coaching is not a disciplinary action, but rather, a means to be able to advise and correct behaviors before they rise to the level of discipline. Reprimands are disciplinary actions, which require administration by the NS Coordinator and/or Nutrition Services administration.

Terms and Definitions:

Absence means not present for a scheduled shift and/or missing 50% or more of a scheduled shift.

Pre-approved absences are authorized by the employee's supervisor prior to the date of the absence.

Unplanned absences are not approved in advance and results in the employee failing to report to work for a scheduled shift.

Occurrence means an unplanned absence (as defined above) whatever the reason, including a medically verified illness, subject to the exceptions below. An absence of up to 3 consecutive days is counted as one occurrence for the purpose of this procedure.

Medical Verification is documentation signed by the physician for medical leave, injury, or illness. Unplanned absences with medical verification are considered an occurrence.

Written Documentation includes written forms of documentation, such as funeral program, that provide documentation of the purpose of an absence.

Late arrival/tardiness means missing any time or not being fully prepared to begin the start of a scheduled shift. There is no grace period. For the purposes of this definition, two incidents of lateness = one occurrence.

Early departure/tardiness means missing any time or leaving early prior to the end of the shift. For the purposes of this definition, two incidents of early departure = one occurrence.

Rolling twelve (12) month period will be considered by beginning with the most recent occurrence and counting twelve (12) consecutive months backwards.

"No Call/No Show" means not reporting an absence by following the appropriate procedures included in the Nutrition Services Employee Handbook.

"No Call/No Show" Resignation Three consecutive shifts of "no call/no show" will result in the employee being deemed to have resigned without notice as stated in Article 8, Section 3 of the collective bargaining agreement.

Events that are NOT considered an *occurrence* under this work rule are:

1. Preapproved absences, including, but not limited to: scheduled approved sick, personal, leave of absence, jury duty, or military leave.
2. Leaves of Absence covered by Family and Medical Leave Act. (See FMLA Policy).
3. Time off covered by Worker's Compensation Policy.
4. Authorized bereavement leaves.
5. Other time off approved by the supervisor or coordinator, such as attendance at seminars (e.g. MSNA or SNA conferences); workshops, or early release from a work schedule.
6. If an employee comes to work and is sent home by their supervisor for disciplinary reasons, that absence will not count as an occurrence.
7. Absences outside the school year, specifically summer employment, which will be covered in a separate procedure.

Expectations of Employees:

1. Employees are expected to report to work on time, dressed appropriately and ready for work at their work location, according to their scheduled start time.
 2. If an employee must leave the job site due to illness or emergency, they must inform their supervisor before leaving.
 3. Employees must submit requests for time off according to the NS Employee Handbook and their Labor Agreement.
 4. Employees must directly notify their supervisor when absent due to illness or other unexpected reasons according to the NS Employee Handbook. Voice mail messages, text or emails will not be acceptable substitutes for direct contact. If you are unable to reach your supervisor, contact your NS coordinator. If you cannot reach your coordinator, contact the NS Director.
 5. Employees are expected to comply with health and safety rules established for the protection of themselves and the public.
 6. An employee who has not worked because of personal illness/injury for more than three days will be required to provide the supervisor with a medical verification.
 7. An employee who has not worked because of an approved medical leave or Worker's Compensation case will be required to provide documentation of fitness to return to duty prior to returning to work.
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Note: Employees on intermittent FMLA must comply with departmental notification procedures.

Expectations of Supervisors and Managers:

Supervisors and Managers are responsible for monitoring attendance, providing clear and consistent feedback, and holding all employees accountable. To reduce occurrences of absences and maintain good attendance, leaders are responsible for:

1. Notifying the employee of the attendance procedure.
2. Maintaining an accurate record of all time off.
3. Adhering to the coaching and discipline procedure in a fair and consistent manner.

Additional Information:

Temporary employees are required to adhere to the Indrotec staffing manager's attendance procedure. Supervisors are required to report all occurrences to the Indrotec staffing manager within 24 hours of the occurrence.

Leave of Absence Employees requesting to be absent from work must follow the NS Employee Handbook, Civil Services Rules and the employee's Labor Agreement. Failure to follow established procedures may result in disciplinary action up to and including termination of employment.

Personal Leave Employees in the Minnesota Teamsters Local #320 may use up to four sick days per year for personal leave. Personal leave may be taken for any reason. If personal leave is used for non-emergency reasons, the employee must submit a request to the immediate supervisor ten working days in advance of use. *Approval of personal leave is subject to approval and the ability of the employer to cover work responsibilities.* Personal leave may also be taken on non-school days through the end of the school year.

School start up Due to operational needs, NS supervisors must be available to work two weeks before the start of school. NS assistants are required to be available to work one week before school starts. Work days will be determined by the NS supervisor and coordinator at each site.

Blackout period Due to operational needs, no voluntary time off will be granted during the two week period after school begins. Other restrictions may also apply for time off depending on operational needs.

Documentation Attendance documentation is the responsibility of the Nutrition Services Supervisor. An employee's record should contain details of any coaching or disciplinary action with the employee about attendance as documented by the Nutrition Services Coordinator.
