

## PERSONNEL

### **FITNESS TO WORK/ATTENDANCE**

#### Plan of Assistance

1. Area needing improvement:

The employee must immediately fulfill the responsibilities of his/her position on a consistent basis by establishing and maintaining regular attendance. After the employee has demonstrated a pattern of frequent absences and erratic attendance, he/she will be warned about concerns with his/her attendance.

2. Expectations:

- a. The supervisor will then outline the following expectations for the employee. The employee will maintain regular attendance during the plan of assistance and thereafter. It is expected the employee will be absent no more than an average of one sick day per month and will use no more than contractually provided other paid leaves. Exceptions will be made for illnesses or accident recovery where there is a catastrophic situation, upon presentation of verification from the treating physician. The district reserves the right to require independent medical verification of such a condition.
- b. The employee will comply with district requirements for advance notification when he/she will be using leave. Because of the confusion regarding reported reasons for absences, he/she will contact his/her supervisor, either the evening before or the morning of the absence.

3. Monitoring and Assistance:

- a. The supervisor will review all absences for the month with the employee at a monthly progress meeting.
- b. The supervisor may contact the employee at any time if questions arise about an absence or request for leave.
- c. If the employee has any questions about the district's attendance expectations, or need for interpretation of policy or other rule, the supervisor is available to assist. However, it is the employee's responsibility to seek such clarification in advance of the event or deadline for meeting an expectation.
- d. The employee may make a request for any other assistance he/she believes he/she needs. The supervisor agrees to consider any such request and provide a prompt response.

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### 4. Timeline:

This plan of assistance shall continue for sixty (60) days. However, because the employee needs no new skills in order to comply with the expectations, it is expected that he/she will immediately comply with all expectations.