

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.1 GENERAL PERSONNEL PRACTICES

**4.117 INCENTIVE PROGRAM FOR
EMPLOYEES WITH PERFECT
ATTENDANCE**

SECTION 4.117.1 Procedure for Implementation of Incentive Program for Employees With Perfect Attendance

Purpose

To provide regulations and procedures governing the Incentive Program for Employees With Perfect Attendance.

Regulations

1. To be eligible for recognition for perfect attendance, an employee must be in attendance for all of his/her work days throughout the work year. Absences from duty which will not be counted against an employee's perfect attendance record are as follows:
 - a. Vacation
 - b. Compensatory Time
 - c. To serve as a witness in any case in which the District is involved
 - d. Administrative release (workshops and/or inservice)
 - e. Release time for negotiations
2. Employees with one year of perfect attendance will be awarded a framed certificate. After the first year, an additional award and an updated certificate will be presented.

Procedure

1. Personnel/Payroll

Annually the Payroll Office will prepare a list of employees having achieved perfect attendance.

2. Superintendent's Office

- a. Order certificates, frames, and awards.
- b. Schedule the Superintendent to present awards.