



CONFERENCES

NOTICE OF A CONFERENCE

- **Administrators must give written notice of a conference:**
 - **At least 24 hours in advance** of the conference
 - **Must include the subject of the meeting**
 - **Must inform member of their right to representation**



CONFERENCES

TYPES OF CONFERENCES

- **Attendance/Lateness**
- **Investigatory**
- **Observation**
- **SOS**



CONFERENCES

UNION REPRESENTATION

- Members should *always utilize PFT representation* for a formal conference
- Principals *cannot* force members to meet without representation
- Weingarten Rights



CONFERENCES

WHO ATTENDS CONFERENCES?

- PFT member
- District Staff Rep **OR** Building Rep **OR** any PFT member
- Principal
- Labor Relations Assistant (optional for administration)



CONFERENCES

WHAT HAPPENS AT A CONFERENCE?

Demonstration by the “PFT Players!”



CONFERENCES

Example: ATTENDANCE/LATENESS

ARBITRATION - AUGUST 19, 1985:

- Arbitrator ruled that the employer has a right to expect the employee to **attend work and be on time**



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Example: ATTENDANCE/LATENESS

THREE CODES THAT TRIGGER & COUNT TOWARD DISCIPLINARY PROCESS:

1. **04** – Personal Illness
2. **31** – Illness in the Family
3. **61** – unapproved absence without pay
 - *Five (5) days of F61 determined to be **job abandonment** and grounds for termination*

THE SCHOOL DISTRICT OF PHILADELPHIA
 RECORD OF PERSONNEL ABSENCES -- SEH-90 (Comm. Code 61602445010)

NAME: [REDACTED] CLASSIFICATION TITLE: [REDACTED]
 SCHOOL OR ACTIVITY: [REDACTED] SOCIAL SECURITY NUMBER: [REDACTED]

PAYROLL PERIOD DATES	CALENDAR 2010 - 2011														PAYROLL PERIOD TOTALS				
	S	M	T	W	T	F	S	S	M	T	W	T	F	(1) Personal Leave (PL)	(2) Personal Leave (PT)	(3) Other Absence Code (OAC)	(4) Total Absence Code (TAC)	(5) Vacation (V)	
JUNE 19 - JULY 2																			
JULY 3 - JULY 15																			
JULY 17 - JULY 30																			
JULY 31 - AUG. 13																			
AUG. 14 - AUG. 27																			
AUG. 28 - SEPT. 10																			
SEPT. 11 - SEPT. 24																			
SEPT. 25 - OCT. 8																			
OCT. 9 - OCT. 22																			
OCT. 23 - NOV. 5																			
NOV. 6 - NOV. 19																			
NOV. 20 - DEC. 3																			
DEC. 4 - DEC. 17																			
DEC. 18 - DEC. 31																			
JAN. 1 - JAN. 14																			
JAN. 15 - JAN. 28																			
JAN. 29 - FEB. 11																			
FEB. 12 - FEB. 25																			
FEB. 26 - MAR. 11																			
MAR. 12 - MAR. 25																			
MAR. 26 - APRIL 8																			
APRIL 9 - APRIL 22																			
APRIL 23 - MAY 6																			
MAY 7 - MAY 20																			
MAY 21 - JUNE 3																			
JUNE 4 - JUNE 17																			
JUNE 18 - JULY 1																			

Absence Codes: 01 - Personal Leave, 02 - Vacation, 04 - Personal Illness, 31 - Illness in Family, 61 - See reverse side for Leave Computation.
 Calendar Legend: * - Other Absence (Use codes listed on Time & Attendance Report. If additional explanation is necessary, specify in REMARKS.), H - Holiday - schools and offices closed, S - Schools closed for sessions, D - First Day/Last Day of school for staff.
 ANNUAL TOTALS: [REDACTED]
 REMARKS: [REDACTED]



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Example: ATTENDANCE/LATENESS

ADDITIONAL ITEMS:

- Personal leave **is NOT counted** in the disciplinary process
- Family Medical Leave Act (FMLA):
 - If you are eligible, **the SDP CANNOT discipline you** for associated absences
 - Apply for ***individual*** - Protects you for F04
 - Apply for ***family member*** - Protects you for F31