



**Rowan College
of South Jersey**

Policy: 7007
Title: **EMPLOYEE ATTENDANCE**
Area: Human Resources
Approved: 07/01/19

Attendance is a condition of employment and employees are expected to be at work during their scheduled work hours. Disciplinary action up to and including termination will be enforced if the employee is tardy or absent beyond acceptable norms.

In the event that this policy is in conflict with a collective bargaining agreement the agreement will govern.

References:

Rowan College of South Jersey Administrative Procedure, *7007 Employee Attendance*;
and *7009 Employee Conduct and Work Rules*