

OLD FORGE SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: November 29, 1985

REVISED: April 7, 2002

418. PENALTIES FOR TARDINESS	
1. Purpose	<p>School programs cannot commence, and students cannot be taught at prescribed times without the punctual and reliable attendance of the professional staff. Therefore, a prerequisite for efficient performance of professional duties is the punctual commencement and proper completion of assigned and extracurricular duties.</p>
2. Authority	<p>Timely attendance by district employees is a matter of concern to the Board. That concern is expressed through the Board's direction to the Superintendent and district staff as to how tardiness and attendance will be treated.</p> <p>The Board reserves the right to assess an employee's salary for failure to perform contracted services or for violations of Board policy.</p>
3. Delegation of Responsibility	<p>It shall be the responsibility of the Superintendent to assess penalties when a professional employee fails to meet attendance requirements.</p> <p>The Superintendent is authorized to direct professional employees who are repeatedly tardy not to report at all on those days when they do not report on time, and to suffer appropriate wage penalties.</p> <p>Whether tardiness is excusable shall be determined by the Superintendent, in accordance with applicable district rules.</p>