

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: April 28, 2004

REVISED:

418. PENALTIES FOR TARDINESS	
1. Purpose	The Board requires punctuality among employees. 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.
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	It shall be the responsibility of the Superintendent to assess penalties when a professional employee fails to meet attendance requirements.