

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES
TITLE: PENALTIES FOR TARDINESS
ADOPTED: April 28, 2004
REVISED:

518. PENALTIES FOR TARDINESS	
1. Purpose	The Board requires the punctuality of its employees. Punctual and reliable attendance by classified employees is essential to the proper operation of district programs.
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 assigned duties or provide services.</p>
3. Delegation of Responsibility	<p>It shall be the responsibility of the Superintendent to assess penalties when a classified employee fails to meet attendance requirements.</p> <p>Whether tardiness or absence is excusable shall be determined by the Superintendent, in accordance with applicable district rules.</p>