

A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES

TITLE: TARDINESS

ADOPTED: November 18, 1999

REVISED &
APPROVED: February 22, 2018

<p>1. Authority SC 510 Pol. 332</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">318. TARDINESS</p> <p>Punctual and reliable attendance by administrative, professional and classified employees is essential for the operation of the Career Center. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.</p> <p>It shall be the responsibility of the Executive Director or designee to assess appropriate disciplinary action when an employee fails to meet attendance requirements or otherwise fails to comply with the requirements of this policy.</p> <p>References: School Code - 24 P.S. Sec. 510 Board policy - 317</p>
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