LENAPE TECHNICAL SCHOOL

SECTION: NONINSTRUCTIONAL EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: October 19, 2006

REVISED:

518. PENALTIES FOR TARDINESS

1. Purpose	Punctual and reliable attendance by noninstructional employees is essential to the proper operation of the school's programs.
2. Authority	Timely attendance by employees is a matter of primary concern to the Joint Operating Committee. That concern is expressed through direction to the Administrative Director and school staff as to how tardiness and attendance will be treated. The Joint Operating Committee reserves the right to assess an employee's salary for failure to perform assigned duties or provide services.
3. Delegation of Responsibility	It shall be the responsibility of the Administrative Director to assess penalties when a noninstructional employee fails to meet attendance requirements.