

POLICY

STAFFORD TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF MEMBERS
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Assessment of Pay

4151 ASSESSMENT OF PAY

The Board of Education believes that district operations suffer without the punctual commencement and proper completion of all assigned services.

The School Business Administrator/Board Secretary shall assess the following penalties when a support staff member fails to render or only partially renders services for which the Board has contracted:

1. Any unexcused absence during the working day will result in an appropriate wage deduction.

The immediate supervisor shall determine whether an employee's tardiness or absence is excused or unexcused.

A record of instances of tardiness and absences will be maintained in each employee's personnel file.

Adopted: 22 July 2004
Revised: 16 December 2010

