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| Book          | Policy Manual           |
| Section       | 300 Employees           |
| Title         | Penalties for Tardiness |
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**Authority**

Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.[\[1\]](#)

**Delegation of Responsibility**

It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements.

Whether tardiness is excusable shall be determined by the immediate supervisor in accordance with applicable district procedures.

**Guidelines**

Tardiness records shall not be cumulative from one school year to the next.

Records of tardiness will be retained in the employee’s personnel file.[\[2\]](#)

Continuing tardiness or absence without excusable cause shall be grounds for dismissal after written warning.[\[3\]](#)

- Legal
- [1. 24 P.S. 510](#)

2. Pol. 324

3. Pol. 317