

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Attendance and Tardiness
Code	318
Status	Active
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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.[\[1\]](#)[\[2\]](#)

## **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.

The Superintendent is authorized to direct district employees who are repeatedly tardy not to report at all on those days when they do not report on time, and to suffer appropriate wage penalties.

Legal	<a href="#">1. 24 P.S. 510</a>
	2. Pol. 332
	Pol. 334
	Pol. 335
	Pol. 336
	Pol. 339