

Book	Policy Manual
Section	(P) PERSONNEL
Title	Policy P502 - Penalties For Tardiness
Code	P502
Status	Active
Adopted	November 11, 1981
Last Revised	March 13, 2013
Last Reviewed	March 13, 2013

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Title: Penalties for Tardiness Section: Personnel

I. Purpose

School programs cannot commence and pupils cannot be taught at prescribed times without the punctual and reliable attendance of the teaching staff. Therefore, a prerequisite for efficient performance of a teacher's professional duties is the punctual commencement and proper completion of regularly assigned duties and such extracurricular duties as maybe assigned.

II. Authority

Timely attendance by district employees is a matter of primary concern to the Joint Committee. These guidelines express that concern through direction to the Director and school staff as to how tardiness and attendance are to be treated.

III. Delegation of Responsibility

It shall be the responsibility of the Director, or designee to develop procedures to ensure employees adhere to attendance requirements.

Whether tardiness or absence is excusable shall be determined by the responsible administrator in accordance with applicable school rules.

The Joint Committee reserves the right to assess an employee's salary for failure to perform contracted services or for violations of the policy.

The Director is authorized to direct professional employees who are repeatedly tardy not to report at all on those days when they cannot report on time and to suffer such wage penalties as may be appropriate.

Continuing tardiness or absence without excusable cause shall be grounds for dismissal after a warning.

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