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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. [\[1\]](#)[\[2\]](#)

Timely attendance by district employees is a matter of primary concern to the Board. That concern is expressed through the Board's deirection to the Superintendent and district staff as to how tardiness and attendance shall be treated.

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.

Legal [1. 24 P.S. 510](#)
2. Pol. 332
Pol. 000