

Central Greene School District

Section CLASSIFIED EMPLOYESTitle PENALTIES FOR TARDINESSCENTRAL GREENE SCHOOL DISTRICTDate Adopted October 21, 1981

Guide		Reference
	<p style="text-align: center;">518. PENALTIES FOR TARDINESS</p> <p>Punctual and reliable attendance by classified employees of the district is essential to the proper operation of district programs.</p> <p>Timely attendance by district employees is a matter of primary concern to the Board. These guidelines express that concern through direction to the Superintendent and district staff as to how tardiness and attendance are to be treated.</p> <p>It shall be the responsibility of the Board Secretary/Director of Business Affairs to assess the following penalties when a classified employee fails to meet attendance requirements:</p> <ul style="list-style-type: none"> a. Lateness or absence without excusable cause for an assigned work period will result in the following: <ul style="list-style-type: none"> - deductions from pay for the period of tardiness or absence calculated in halves of an hour; - a warning to the employee following an accumulation of three (3) latenesses or absence without excusable cause; and - dismissal of the employee following a warning and continued tardiness or absence without excusable cause. <p>Whether tardiness or absence is excusable, shall be determined by the employee's supervisor in accordance with applicable district rules.</p> <p>The Superintendent is authorized to direct classified 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.</p>	<p style="text-align: center;">page 1/1</p>

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