Central Greene School District

Section PROFESSIONAL EMPLOYES

Title PENALTIES FOR TARDINESS

CENTRAL GREENE SCHOOL DISTRICT

Date Adopted October 21, 1981

Guide		Reference

418. PENALTIES FOR TARDINESS

1. 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 may be assigned.

2. Authority

Timely attendance by district employes 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.

3. Delegation of Responsibility

It shall be the responsibility of the Superintendent to assess the following penalties when a professional employe fails to meet attendance requirements:

a. The accumulation of three latenesses without an excusable cause to an assigned period within any one school year will result in a half-day's deduction from pay.

b. Each unexcused tardiness, after the first accumulation of three (3) latenesses in a given school year will result in an assessment of a half-day's wages per lateness.

c. Any unexcused absence during the working day shall result in a deduction equal to the ratio of the periods missed to the total periods offered, times the number of contracted days in a school year of the employe's annual salary.

Whether tardiness or absence is excusable shall be determined by the Superintendent in accordance with applicable district rules.

Tardiness records shall not be cumulative from one school year to the next. Records of tardiness and deductions for this or other cause will be retained in the employe's personnel file.

Continuing tardiness or absence without excusable cause shall be grounds for dismissal after repeated instances.