

HAMBURG AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: Augusts 24, 2015

REVISED:

<p>1. Authority SC 510 Pol. 332</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">318. PENALTIES FOR TARDINESS</p> <p>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.</p> <p>It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements.</p> <p>Whether tardiness is excusable shall be determined by the immediate supervisor.</p> <p>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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 332</p>
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