

Tyrone Area School District

TITLE: PENALTIES FOR TARDINESS

ADOPTED:

REVISED:

	518. PENALTIES FOR TARDINESS
1.Purpose	Punctual and reliable attendance by classified employes of the district is essential to the proper operation of district programs.
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	<p>It shall be the responsibility of the Superintendent to assess the following penalties when a classified employe fails to meet attendance requirements:</p> <p>a. Lateness or absence without excusable cause for an assigned work period will result in the following:</p> <p>a warning to the employe following an accumulation of three latenesses or absence without excusable cause.</p> <p>deductions from pay for the period of tardiness or absence calculated in hours.</p> <p>Whether tardiness or absence is excusable shall be determined by the appropriate supervisor in accordance with applicable district rules.</p> <p>Records of tardiness and deductions for this or other cause will be retained in the employe's personnel file.</p> <p>The Superintendent or designee is authorized to direct classified employes 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>