



Section PROFESSIONAL EMPLOYEES

Title PENALTIES FOR TARDINESS

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

	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.	1 2 3 4 5 6 7 8 9 10 11 12
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.	13 14 15 16 17 18 19
3. Delegation of Responsibility	<p>It shall be the responsibility of the Superintendent to assess the following penalties when a professional employe fails to meet attendance requirements:</p> <ul style="list-style-type: none"> a. The accumulation of four latenesses without an excusable cause to an assigned period within any one school year will result in a one day's deduction from pay. b. Each unexcused tardiness, after the first accumulation of four in a given school year will result in an assessment of one day's wages per lateness. 	20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42
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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 1/184 of the employee's annual salary.

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

Tardiness records shall be cumulative from one school year to the next.

Records of tardiness and deductions for this or other cause will be retained in the employee's personnel file.

The Board reserves the right to assess an employee's salary for failure to perform contracted services for situations not specified herein or for gross violations of this policy.

The Superintendent is authorized to direct professional 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.

Continuing tardiness or absence without excusable cause shall be grounds for dismissal after a warning.

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