



Section CLASSIFIED EMPLOYEES

Title PENALTIES FOR TARDINESS

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

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

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

Lateness or absence without excusable cause for an assigned work period will result in the following:

deductions from pay for the period of tardiness or absence calculated in halves of an hour.

a warning to the employe following an accumulation of four latenesses or absence without excusable cause.

dismissal of the employe following a warning and continued tardiness or absence without excusable cause.

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

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