

EASTON AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: July 20, 2006

REVISED:

518. PENALTIES FOR TARDINESS	
1. Purpose	Punctual and reliable attendance by classified employees is essential to the proper operation of district programs.
2. Authority	Timely attendance by district employees is a matter of concern to the Board. That concern is expressed through the Board's direction to the Superintendent and district staff as to how tardiness and attendance will be treated. The Board reserves the right to assess an employee's salary for failure to perform assigned duties or provide services.
3. Delegation of Responsibility	It shall be the responsibility of the Superintendent to assess penalties when a classified employee fails to meet attendance requirements.