

WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: March 23, 2015

REVISED: March 23, 2015

318. PENALTIES FOR TARDINESS	
<p>1. Authority SC 510 Pol. 332</p>	<p>Punctual and reliable attendance by administrative, professional and classified 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>Timely attendance by district employees is a matter of primary 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.</p> <p>The Board reserves the right to assess an employee's salary for failure to perform assigned duties.</p>
<p>2. Delegation of Responsibility</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>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 332</p>