



Book	Policy Manual
Section	300 Employees
Title	Penalties for Tardiness
Code	318
Status	Active
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Authority

Punctual and reliable attendance by administrative, professional and support 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.^{[1][2]}

Delegation of Responsibility

It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements.

Guidelines

When an employee has reported late to an assignment on two (2) occasions, the immediate supervisor or principal shall hold a conference with the employee to determine what circumstances are causing the lateness problem. The supervisor or principal will keep a written record of the conference.

On the third violation, the supervisor or principal shall meet with the employee to determine the cause of the lateness problem.

At the conclusion of the conference, if the supervisor or principal determines that the employee has willfully violated the policy, a letter of reprimand will be sent to the employee with a copy to be included in the employee's personnel file.

On the fourth violation of the policy, the supervisor or principal may recommend in writing to the Superintendent that the employee should be suspended for a period of three (3) to five (5) days.

A fifth violation of the policy may be cause for the Superintendent to recommend the employee's dismissal from employment to the Board.²

Legal

1. 24 P.S. 510

2. Pol. 332