



**Section:** PROFESSIONAL EMPLOYEES  
**Title:** PENALTIES FOR TARDINESS  
**Adopted:** February 20, 1996  
**Revised:** December 18, 2001

	<b>415. PENALTIES FOR TARDINESS</b>	
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p>	<p>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.</p> <p>Timely attendance by school employees is a matter of primary concern to the Joint Operating Committee. These guidelines express that concern through direction to the Administrative Director and school staff as to how tardiness and attendance are to be treated.</p> <p>It shall be the responsibility of the Administrative Director to assess the following penalties when a professional employee fails to meet attendance requirements.</p> <ul style="list-style-type: none"> <li>▪ 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 the annual salary divided by the number of days in the salary plan.</li> </ul> <p>Tardiness records shall be cumulative from one year to the next. Records of tardiness and deduction for this or other cause will be retained in the employee's personnel file.</p> <p>The Joint Operating Committee 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.</p> <p>Continued tardiness or absence without excusable cause shall be grounds for Disciplinary Procedures as prescribed in Policy #414.</p>	

