

# SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: **SUPPORT EMPLOYEES**

TITLE: **PENALTIES FOR TARDINESS**

ADOPTED:

REVISED:

518. PENALTIES FOR TARDINESS	
1. Purpose	Punctual and reliable attendance by <b>support</b> 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 <b>the Board's</b> direction to the Superintendent and district staff as to how tardiness and attendance <b>will</b> be treated.  <b>The Board reserves the right to assess an employee's salary for failure to perform assigned duties or provide services.</b>
3. Delegation of Responsibility	It shall be the responsibility of the Superintendent to assess penalties when a <b>support</b> employee fails to meet attendance requirements.