

WILMINGTON AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: August 18, 2014

REVISED:

318. PENALTIES FOR TARDINESS	
1. Purpose	<p>The timely attendance of administrative, professional and support employees is a matter of concern to the Board. Such concern shall be expressed through the Board's direction to the Superintendent and District staff as to how tardiness and attendance shall be treated.</p>
2. Authority SC 510 Pol. 332	<p>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.</p>
3. Delegation of Responsibility	<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>The Superintendent is authorized to direct District employees who are repeatedly tardy not to report at all on those days when they do not report on time, and to suffer appropriate wage penalties.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 332</p>