

# POLICY

## COLLINGSWOOD BOARD OF EDUCATION

SUPPORT STAFF  
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ASSESSMENT OF PAY

### **4151 ASSESSMENT OF PAY**

The Board of Education believes that district operations suffer without the punctual commencement and proper completion of all assigned services.

The Superintendent shall assess penalties when a support staff member fails to render or only partially renders services for which the Board has contracted.

The Superintendent shall determine whether an employee's tardiness or absence is excused or unexcused.

A record of instances of tardiness and absences will be maintained in each employee's personnel file.

The Superintendent is authorized to direct employees who are repeatedly tardy not to report at all on those days when they cannot report on time and to suffer such wage penalties as may be appropriate.

Adopted: September 26, 2005

