

DELAWARE VALLEY SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PENALTIES FOR TARDINESS –
PROFESSIONAL AND
CLASSIFIED EMPLOYEES

ADOPTED: NOVEMBER 21, 2013

REVISED: OCTOBER 17, 2013

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines (Classified Only)</p>	<p align="center">318. PENALTIES FOR TARDINESS – PROFESSIONAL AND CLASSIFIED EMPLOYEES</p> <p>School programs cannot commence, and students cannot be taught at prescribed times without the punctual and reliable attendance of the professional staff. Therefore, a prerequisite for efficient performance of professional duties is the punctual commencement and proper completion of assigned and extracurricular duties.</p> <p>Punctual & reliable attendance by classified employees is essential to the proper operation of district programs.</p> <p>Timely attendance by district employees is a matter of concern to the Board. That concern is expressed through the Board's direction to the Superintendent and district staff as to how tardiness and attendance will be treated.</p> <p>The Board reserves the right to assess an employee's salary for failure to perform contracted services or for violations of Board policy.</p> <p>It shall be the responsibility of the Superintendent to assess penalties when a professional or classified employee fails to meet attendance requirements.</p> <p>The Superintendent is authorized to direct professional 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><u>Classified Only:</u></p> <p>Tardiness or absence without excusable cause for an assigned work period will result in the following:</p> <ol style="list-style-type: none"> 1. Deductions from pay for the period of tardiness or absence. 2. Dismissal of the employee following a warning and continued tardiness or absence without excusable cause.
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