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|---------------|--------------------------------------------------|
| Book          | Policy Manual                                    |
| Section       | 300 Employees                                    |
| Title         | Penalties for Tardiness                          |
| Code          | 318                                              |
| Status        | First Reading                                    |
| Legal         | <a href="#">1. 24 P.S. 1850.1</a><br>2. Pol. 332 |
| Last Revised  | August 9, 2018                                   |
| Last Reviewed | August 9, 2018                                   |

### **Authority**

Punctual and reliable attendance by **administrative, professional and** classified employees is essential **for** the operation of **the** school. Therefore, a prerequisite for efficient performance of **job functions by employees** is the punctual commencement and proper completion of **all** assigned duties.[\[1\]](#)[\[2\]](#)

### **Delegation of Responsibility**

It shall be the responsibility of the Director or designee to assess penalties when an employee fails to meet attendance requirements.

Last Modified by Terri Birchard on August 9, 2018