

Book	Policy Manual
Section	300 Employees
Title	Attendance and Tardiness
Code	318 Vol V 2020
Status	First Reading
Last Revised	February 11, 2021

Authority

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

The center (school) shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Joint Operating Committee policy and an applicable individual contract, collective bargaining agreement or Joint Operating Committee resolution.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Delegation of Responsibility

It shall be the responsibility of the

☒ Administrative Director or designee

☐ Business Manager

☒ building administrator

☒ Director of Human Resources

to assess penalties when an employee fails to meet attendance requirements.

☒ Whether tardiness is excusable shall be determined by the immediate supervisor.

☒ The Administrative Director is authorized to direct 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.

PSBA Revision 8/20 © 2020 PSBA

Legal	1. 24 P.S. 1850.1
	2. Pol. 332
	3. Pol. 334
	4. Pol. 335
	5. Pol. 336
	6. Pol. 339