

SECTION: CLASSIFIED PERSONNEL

TITLE: PENALTIES FOR TARDINESS

ADOPTED: October 15, 2012

REVISED: 4300

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

| 518. PENALTIES FOR TARDINESS | |
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| 1. Purpose | Punctual and reliable attendance by classified employees of the district is essential to the proper operation of district programs. |
| 2. Authority | Timely attendance by district employees is a matter of primary concern to the Board. These guidelines express that concern through direction to the Superintendent and district staff as to how tardiness and attendance are to be treated. |
| 3. Delegation of Responsibility | It shall be the responsibility of the Superintendent to assess penalties when a classified employee fails to meet attendance requirements. |