

HARRISBURG SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: NOVEMBER 19, 2012

REVISED:

<p>1. Authority SC 510 Pol. 332</p> <p>2. Delegation of Responsibility</p> <p>Pol. 324</p>	<p style="text-align: center;">318. PENALTIES FOR TARDINESS</p> <p>Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.</p> <p>It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements.</p> <p>Whether tardiness is excusable shall be determined by the immediate supervisor in accordance with applicable district rules.</p> <p>Records of tardiness and deductions for this or other cause(s) shall not be retained in the employee's personnel file.</p> <p>The Superintendent or designee is authorized to direct district 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>Continuing tardiness or absence without excusable cause shall be grounds for dismissal after a warning.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 324, 332</p>
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