

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: October 20, 2011

REVISED:

418. PENALTIES FOR TARDINESS	
1. Purpose	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.
2. Authority	<p>Timely attendance by employees is a matter of primary concern to the Joint Operating Committee. That concern is expressed through direction to the Administrative Director and staff as to how tardiness and attendance will be treated.</p> <p>The Joint Operating Committee reserves the right to assess an employee's salary for failure to perform contracted services or for violations of Joint Operating Committee policy.</p>
3. Delegation of Responsibility	It shall be the responsibility of the Administrative Director to assess penalties when a professional employee fails to meet attendance requirements.