

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: NON-INSTRUCTIONAL
EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: October 20, 2011

REVISED:

518. PENALTIES FOR TARDINESS	
1. Purpose	Punctual and reliable attendance by non-instructional employees is essential to the proper operation of the center's programs.
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 assigned duties or provide services.</p>
3. Delegation of Responsibility	It shall be the responsibility of the Administrative Director to assess penalties when a non-instructional employee fails to meet attendance requirements.