

NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY
CENTER

No. 318

SECTION: EMPLOYEES

TITLE: ATTENDANCE AND TARDINESS

ADOPTED: October 15, 2020

REVISED:

318 ATTENDANCE AND TARDINESS

Authority

Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of the center. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.

The center 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.

Delegation of Responsibility

It shall be the responsibility of the Administrative Director or designee to assess penalties when an employee fails to meet attendance requirements.

Whether tardiness is excusable shall be determined by the Administrative Director or designee.

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.

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Legal

1. 24 P.S. 1850.1

2. Pol. 332

3. Pol. 334

4. Pol. 335

5. Pol. 336

6. Pol. 339