

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: January 22, 2013

REVISED:

LINE MOUNTAIN SCHOOL DISTRICT

318. PENALTIES FOR TARDINESS	
1. Purpose	Punctual and reliable attendance by administrative employees is essential to the proper operation of district programs.
2. Authority	Timely attendance by district employees is a matter of concern to the Board. That concern is expressed through the Board's direction to the Superintendent and district staff as to how tardiness and attendance will be treated.
3. Delegation of Responsibility	<p>It shall be the responsibility of the Superintendent to assess penalties when an administrative employee fails to meet attendance requirements.</p> <p>Whether tardiness or absence is excusable shall be determined by the Superintendent, in accordance with applicable district rules.</p>
4. Guidelines	<p>Tardiness or absence without excusable cause for an assigned work period will result in the following:</p> <ol style="list-style-type: none">1. Deductions from pay for the period of tardiness or absence.2. Dismissal of the employee following a warning and continued tardiness or absence without excusable cause.