

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: December 16, 2004

REVISED: August 17, 2006

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 implement disciplinary measures and to assess penalties when a professional employee fails to meet attendance requirements.
4. Guidelines	<p>Whether tardiness is excusable shall be determined by the principal.</p> <p>Records of tardiness shall be retained in the employee's personnel file.</p>