

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: November 18, 2004

REVISED: August 17, 2006

518. PENALTIES FOR TARDINESS	
1. Purpose	Punctual and reliable attendance by classified employees is essential to the proper operation of the school'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 classified employee fails to meet attendance requirements.
4. Guidelines	<p>Tardiness or absence without excusable cause for an assigned work period will result in deductions from pay for the period of tardiness or absence.</p> <p>Whether tardiness is excusable shall be determined by the immediate supervisor, in accordance with applicable rules of the school.</p> <p>Tardiness records shall be cumulative from one (1) school year to the next.</p>