

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: November 18, 2004

REVISED: August 17, 2006, August 14, 2025

518. PENALTIES FOR TARDINESS	
1. Purpose	<b>Purpose</b> School programs cannot commence, and students cannot be taught at prescribed times without the punctual and reliable attendance of the classified staff. Therefore, a prerequisite for efficient performance of duties is the punctual commencement and proper completion of assigned and extracurricular duties.
2. Authority	<b>Authority</b> 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.
3. Delegation of Responsibility	<b>Delegation of Responsibility</b> 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	<b>Guidelines</b> Whether tardiness is excusable shall be determined by the principal.  Records of tardiness shall be retained in the employee's personnel file.