

# SUN AREA TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: May 16, 2002

REVISED:

418. PENALTIES FOR TARDINESS	
1. Purpose	Center 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	<p>It shall be the responsibility of the Administrative Director to assess penalties when a professional employee fails to meet attendance requirements.</p> <p>The Administrative Director is authorized to direct professional employees who are repeatedly tardy not to report at all on those days when they cannot report on time, and to suffer appropriate wage penalties. Continuing tardiness or absence without excusable cause shall be grounds for dismissal after a warning.</p>
4. Guidelines	<p>The accumulation of five (5) latenesses without an excusable cause to an assigned period within any one (1) school year shall result in an equivalent deduction from pay.</p> <p>Each unexcused tardiness, after the first accumulation of five (5) in a given school year will result in an assessment of a half-day's wages per each lateness.</p> <p>Any unexcused absence during the working day shall result in a deduction equal to the ratio of the periods missed to the total periods offered times the annual salary divided by the number of days in the salary schedule.</p>

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	<p>Whether tardiness or absence is excusable shall be determined by the principal/supervisor, in accordance with applicable school rules.</p> <p>Tardiness records shall not be cumulative from one school year to the next.</p> <p>Records of tardiness and deductions for this or other cause shall be retained in the employee's personnel file.</p> <p>A professional employee will be considered tardy if s/he is late in arriving at his/her assigned work station whether or not such tardiness occurs at the beginning of the school day or during the school day.</p> <p>Professional personnel missing or absent from his/her assigned work station after s/he has arrived at school shall be considered negligent should a student suffer physical harm or mental anguish due to any incident occurring at the teacher's assigned work station.</p> <p>A teacher after once arriving at school leaving his or her students unsupervised, unless an emergency develops and where the situation prevents him/her to notify the office for someone to take his/her place, shall be considered negligent. Teachers negligent for such reasons are not covered under the center's liability insurance and may be subject to legal action from the center, the parent and the student individually or jointly.</p>
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