

# SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: June 20, 2002

REVISED:

	518. PENALTIES FOR TARDINESS
1. Purpose	Punctual and reliable attendance by classified employees is essential to the proper operation of the center'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 center 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	<p>It shall be the responsibility of the Administrative Director and the employee's immediate supervisor to assess penalties when a classified employee fails to meet attendance requirements.</p> <p>The Administrative Director or designee is authorized to direct classified 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.</p>
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 calculated in tenths of an hour.</p> <p>A warning to the employee following an accumulation of five (5) latenesses or absence without excusable cause, and/or dismissal of the employee following a warning and continued tardiness or absence without excusable cause.</p> <p>Whether tardiness or absence is excusable shall be determined by the employee's immediate supervisor, in accordance with applicable school rules.</p> <p>Tardiness records shall not be cumulative from one school year to the next. Records of tardiness and deductions for this or other cause shall be retained in the employee's personnel file.</p>