

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: CLASSIFIED EMPLOYEES
Title: PENALTIES FOR TARDINESS
Date Adopted: August 17, 1981
Date Last Revised: June 16, 2003

518. PENALTIES FOR TARDINESS

- .1 Punctual and reliable attendance by classified employees of the district is essential to the proper operation of district programs.
- .2 Timely attendance by district employees is a matter of primary concern to the Board. These guidelines give direction to the Superintendent and district staff as to how tardiness and attendance are to be treated.
- .3 It shall be the responsibility of the Business Administrator, based on information from the immediate supervisor, to assess the following penalties when a classified employee fails to meet attendance requirements:
 - .31 Lateness or absence without excusable cause for an assigned work period will result in a warning to the employee following an accumulation of three latenesses or absence without excusable cause.
 - .32 Dismissal of the employee following a warning and continued tardiness or absence without excusable cause.
- .4 Whether tardiness or absence is excusable, shall be determined by the Business Administrator or immediate supervisor in accordance with applicable district rules.