

SHALER AREA SCHOOL DISTRICT

No: 318

SECTION: EMPLOYEES
TITLE: ATTENDANCE & TARDINESS
ADOPTED: NOVEMBER 18, 2020

	<p style="text-align: center;">318 – Attendance & Tardiness</p> <p>1. Authority</p> <p>Punctual and reliable attendance by administrative, professional and support employees if essential for the operation of district school. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.</p> <p>The district shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Board policy and an applicable individual contract, collective bargaining agreement or Board resolution.</p> <p>2. Delegation of Responsibility</p> <p>It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements.</p> <p>Whether tardiness is excusable shall be determined by the immediate supervisor.</p> <p>The Superintendent is authorized to direct district employees who are repeatedly tardy not to report at all on those days when they do not report on time, and to suffer appropriate wage penalties.</p> <p>References:</p> <p>24 P.S. 510, Pol. 332, Pol. 334, Pol. 335, Pol. 336, Pol. 339</p>
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