Policy Number	318
Title	Penalties for Tardiness
Adopted	10/27/2016
Revised	10/30/2026
Last Reviewed	1/8/2020
Version	v1 · 10/30/2026 · DRAFT

Penalties for Tardiness

Authority

Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.[1] [2]

All professional staff shall physically sign into their respective building at the start of each work day.

Delegation of Responsibility

It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements.

Footnotes

[1] 24 P.S. 510
palegis.us
palegis.us
Legal Reference
View source

[2] Pol. 332
Policy Reference
Open policy