

# NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: NON-PROFESSIONAL  
EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: March 10, 1997

REVISED:

518. PENALTIES FOR TARDINESS	
1. Purpose	Punctual and reliable attendance by non-professional employees of the district is essential to the proper operation of district programs.
2. Authority	Timely attendance by district employees is a matter of primary concern to the Board. These guidelines express that concern through direction to the Superintendent and district staff as to how tardiness and attendance are to be treated.
3. Delegation of Responsibility	It shall be the responsibility of the Superintendent to assess penalties when a non-professional employee fails to meet attendance requirements.