

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES  
TITLE: PENALTIES FOR TARDINESS  
ADOPTED: October 14, 1991  
REVISED:

518. PENALTIES FOR TARDINESS	
1. Purpose	Punctual and reliable attendance by classified 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. Guidelines should 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 classified employee fails to meet attendance requirements.