

Book	Policy Manual
Section	300 Employees
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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.[\[1\]](#)[\[2\]](#)

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.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Delegation of Responsibility

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

Legal	1. 24 P.S. 510
	2. Pol. 332
	3. Pol. 334
	4. Pol. 335
	5. Pol. 336
	6. Pol. 339