

Regulation

STAFF LATENESS REQUIREMENTS AND CONSEQUENCES

First and Second Occurrence During the Fiscal Year:

Reason presented to appropriate building level administrator by staff member, documented by follow-up note for the record to the staff member and filed at the building level.

Third and Fourth Occurrence During the Fiscal Year:

Reason presented to appropriate building level administrator by staff member, documented on employee evaluation form with a copy to Central office for personnel file.

Fifth - Tenth Occurrence During the Fiscal Year:

Reason presented to appropriate administrator by staff member, documented on employee evaluation form with a copy to central office for personnel file plus forfeiture of pay according to the following schedule:

One hour or any part thereof - 1/8th of a day's pay

Additional 1/8th for each additional hour or part of an hour missed due to arriving late.

Eleventh - Twentieth Occurrences During the Academic Year:

Reason presented to appropriate building level administrator by staff member, documented on employee evaluation form with a copy to central office for personnel file plus forfeiture of pay according to the following schedule:

One hour or any part thereof - 1/8th of a day's pay

Additional 1/8th for each additional hour or part of an hour missed due to arriving late.

In addition, the individual will be referred to the central office administrator designated by the superintendent to discuss future consequences of continued violation of this policy, which may include docking of pay for one-half, or a full day, or recommendation to the board of forfeiture of increment, or any other remedy allowed by law or policy.

The central office administrator designated by the superintendent will be responsible for monitoring the implementation of these procedures at all levels in all buildings and departments.

Adopted: June 1999

Readopted: June 2013