

MIDDLE BUCKS
INSTITUTE OF
TECHNOLOGY

SECTION: CLASSIFIED EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: July 1, 1991

REVISED:

518. PENALTIES FOR TARDINESS	
1. Purpose	Punctual and reliable attendance by classified employees is essential to the proper operation of school programs.
2. Authority	Timely attendance by school employees is a matter of primary concern to the Executive Council.
3. Delegation of Responsibility	It shall be the responsibility of the Director or a designee to assess penalties when a classified employee fails to meet attendance requirements.