

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: PROFESSIONAL EMPLOYEES
TITLE: PENALTIES FOR TARDINESS
ADOPTED: NOVEMBER 20, 2002
REVISED: SEPTEMBER 24, 2014**

418. PENALTIES FOR TARDINESS	
1. Purpose	<i>Education</i> programs cannot commence, and students cannot be taught at prescribed times without the punctual and reliable attendance of the professional staff. Therefore, a prerequisite for efficient performance of professional duties is the punctual commencement and proper completion of assigned and extracurricular duties.
2. Authority	Timely attendance by intermediate unit employees is a matter of concern to the Board. That concern is expressed through the Board's direction to the Executive Director and staff as to how tardiness and attendance will be treated. The Board reserves the right to assess an employee's salary for failure to perform contracted services or for violations of Board policy.
3. Delegation of Responsibility	It shall be the responsibility of the Executive Director to assess penalties when a professional employee fails to meet attendance requirements.