

4151 ASSESSMENT OF PAY

The Board of Education believes that district operations suffer without the punctual commencement and proper completion of all assigned services.

The School Business Administrator/Board Secretary shall assess the following penalties when a support staff member fails to render or only partially renders services for which the Board has contracted:

1. Any unexcused absence during the working day will result in a wage deduction equal to the ratio of the periods missed to the total periods scheduled, times one-two hundredths for ten month employees and one-two hundred sixty-one for twelve month employees.

A record of instances of tardiness and absences will be maintained in each employee's personnel file.

Adopted: 9 February 2004

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