

# NEWPORT SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: July 22, 2002

REVISED:

518. PENALTIES FOR TARDINESS	
1. Purpose	Punctual and reliable attendance by classified employees is essential to the proper operation of district programs.
2. Authority	<p>Timely attendance by district employees is a matter of concern to the Board. That concern is expressed through the Board's direction to the Superintendent and district staff as to how tardiness and attendance will be treated.</p> <p>The Board reserves the right to assess an employee's salary for failure to perform assigned duties or provide services.</p>
3. Delegation of Responsibility	It shall be the responsibility of the Superintendent or designee to assess penalties when a classified employee fails to meet attendance requirements.