

# GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: January 22, 2008

REVISED:

<p>1. Authority Pol. 332</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">318. PENALTIES FOR TARDINESS</p> <p>Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of the center. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.</p> <p>It shall be the responsibility of the Administrative Director or designee to assess penalties when an employee fails to meet attendance requirements.</p> <p>References:</p> <p>Joint Operating Committee Policy – 332</p>
---	--