

*KEYSTONE OAKS SCHOOL DISTRICT*

# Policy Guide

Policy No. 518

Section CLASSIFIED EMPLOYEES

Title PENALTIES FOR TARDINESS  
AND LEAVING EARLY

Adopted AUGUST 21, 1989

Revised JUNE 27, 2000

	<p style="text-align: center;"><b>POLICY NO. 518 PENALTIES FOR TARDINESS AND LEAVING EARLY</b></p>	
1. Purpose	<p>Punctual and reliable attendance by classified employees of the District is essential to the proper operation of District programs.</p>	
2. Authority	<p>Timely attendance <b>and staying until the shift is completed</b> by District employees is a matter of primary concern to the Board. These guidelines express that concern through direction to the Superintendent and District staff as to how tardiness and attendance are to be treated.</p>	
3. Delegation of Responsibility	<p>It shall be the responsibility of the Superintendent to assess progressive penalties when a classified employee fails to meet attendance requirements.</p>	
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