

POLICY

HOWELL TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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Assessment of Pay

4151 ASSESSMENT OF PAY

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

Employees have a direct responsibility to be at their office desk – in their classroom, etc., at the required starting time prepared to carry out their position responsibilities. Lateness will normally be handled by the immediate supervisor on an individual basis. The administrators will insure that lateness or tardiness will not become habit forming by the employee. Discipline will be initiated against employees who continue to report late after consultation by the administrator or the immediate supervisor.

Adopted: 03 January 2013

