

POLICY

Nutley Public Schools
SUPPORT STAFF
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ASSESSMENT OF PAY

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

The Superintendent or designee 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. The accumulation of eight unexcused instances of tardiness to an assigned period in any one school year will result in a wage deduction in the amount of half day pay and thereafter;
2. 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.

The Direct Supervisor shall determine whether an employee's tardiness or absence is excused or unexcused.

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

The Superintendent is authorized to direct employees who are repeatedly tardy not to report at all on those days when they cannot report on time and to suffer such wage penalties as may be appropriate.

Adopted: 23 May 2022

