

# Policy

## Glen Ridge Board of Education

### 4151 ASSESSMENT OF PAY

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

The School Business Administrator/Board Secretary 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. 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
  - a. Ten month employees - one-two hundredths
  - b. Custodians - one-two hundred sixtieths
  - c. Secretaries - one-two hundred fortieths
  - d. All other support staff - one-two hundred fortieths

The School Business Administrator/Board Secretary 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.

Adopted: 25 November 2002