

# POLICY

## **EAST WINDSOR BOARD OF EDUCATION**

SUPPORT STAFF MEMBERS

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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 School Business Administrator/Board Secretary and/or Assistant Superintendent of Schools 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 one-two hundredths of the employee's annual salary.

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: 22 November 2004

