



# POLICY

**Haddonfield  
Board of Education**

## SUPPORT STAFF MEMBERS

4151/Page 1 of 1  
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.

The School Business Administrator/Board Secretary may assess penalties when a support staff member fails to render or only partially renders services for which the Board has contracted.

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: 1/24/2019

BOE Revised Date: 7/15/2021

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