

D.4.4 (Policy) Attendance and Punctuality

Responsible Department: Human Resources

Board Adoption: 4-28-09

Last Board Action:

Reviewed: 5-25-17

Regular and punctual attendance is essential to the efficient and orderly operations of the College District and to the students we serve. Each employee shall report to work as scheduled.

Employees are expected to report to work on time and to complete their assigned work schedule. Failure to do so may result in disciplinary action, up to and including termination.