



Book	Policy Manual
Section	300 Employees
Title	Working Periods
Code	332
Status	Active
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### **Authority**

Work schedules required for administrative, professional and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the district.

The Board has the authority and responsibility to determine the hours during which district programs and services shall be available to students and the community, consistent with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, and Board resolutions.[\[1\]](#)[\[2\]](#)[\[3\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to ensure district employees adhere to their assigned work schedules.

Professional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.[\[2\]](#)

During the times students are in attendance, professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal.

All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.

Legal	<a href="#">1. 24 P.S. 510</a>
	<a href="#">2. 24 P.S. 1504</a>
	3. Pol. 804
	Pol. 000
	Pol. 318