LENAPE TECHNICAL SCHOOL

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: May 21, 2026

REVISED:

332. WORKING PERIODS

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 school and its programs.

The Joint Operating Committee has the authority and responsibility to determine the hours and days during which programs and services of the school shall be available to students and the community, consistent with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, Joint Operating Committee resolutions**, and state law**.[1][2][3][4][5]

The Joint Operating Committee has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, Joint Operating Committee resolutions and/or Joint Operating Committee-approved health and safety or other emergency preparedness and response plans.[4][6][7]

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations to ensure employees are informed of and adhere to their assigned work schedules.

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

Staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building administrator.

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

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Legal References
1. 24 P.S. 133
2. 24 P.S. 1504

	3. 24 P.S. 1850.1 4. Pol. 803 5. Pol. 804 6. 24 P.S. 520.1 7. Pol. 805 Pol. 318