



Title: Working Periods

300 Employees

Code 307

24 P.S. 510

24 P.S. 1504

24 P.S. 520.1

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 Educational Director or designee has the authority and responsibility to determine the hours and days 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.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Educational Director or designee has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional, health, and safety needs of the students and staff. Modifications to staff working periods shall be addressed in accordance with the administrative compensation plan, individual contracts, and/or Board-approved health and safety or other emergency preparedness and response plans.[\[4\]](#)[\[5\]](#)[\[6\]](#)

Delegation of Responsibility

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

Professional 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 immediate supervisor.

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