

Book Policy Manual  
Section 300 Employees  
Title Working Periods  
Code 332  
Status Active  
Legal [1. 24 P.S. 510](#)  
[2. 24 P.S. 1504](#)  
3. Pol. 804  
Adopted February 24, 2020  
Last Revised October 12, 2020

### **Authority**

Work schedules required for administrative, professional and classified 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 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 Board 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, Board resolutions and/or Board-approved health and safety or other emergency preparedness and response plans. [\[4\]](#)[\[5\]](#)[\[6\]](#)

### **Delegation of Responsibility**

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

Professional and temporary professional personnel shall have a duty-free lunch period of not less than thirty (30) minutes or any additional amount required by an applicable collective bargaining agreement. [\[2\]](#)

During the times students are in attendance, professional and temporary professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal subject to any applicable provisions of a collective bargaining agreement.

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

Revision to Policy 332 adopted on February 24, 2020

[332-AR - Working Periods.pdf \(31 KB\)](#)