

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: October 20, 2011

REVISED:

432. WORKING PERIODS	
1. Purpose	Work schedules of the professional staff shall be clearly specified to ensure regular and consistent operation of the center.
2. Authority SC 1504, 1850.1 Pol. 804	The Joint Operating Committee has the authority and responsibility to determine the hours during which educational programs and services shall be available to students, parents/guardians and the community, consistent with applicable provisions of the collective bargaining agreement.
3. Delegation of Responsibility	The Administrative Director or designee shall develop administrative procedures to ensure adherence to established work schedules by professional employees.
4. Guidelines	The length of the working day for professional employees shall be determined in accordance with the terms of the collective bargaining agreement.
SC 1504	<p>Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.</p> <p>Employees may leave the school building during their duty-free lunch period after notifying the administration office.</p> <p>During the times students are in attendance, professional employees may be assigned extra or alternative duties, on an equitable basis whenever the administration deems such duties necessary.</p> <p>Each professional employee may volunteer to be responsible for sponsoring or assisting with student extracurricular activities.</p> <p>All professional staff members are expected to attend meetings called by the Administrative Director or designee, unless specifically excused by the administrator who is the staff member's immediate supervisor. Meetings shall include the following:</p> <ol style="list-style-type: none"> 1. Orientation and/or inservice meetings prior to the first day of school.

<p>School Code 1504, 1850.1</p> <p>Joint Operating Committee Policy 804</p>	<p>2. Meetings before or after class sessions, within the contracted school schedule; inservice meetings; and workshops.</p> <p>All inservice meetings shall be approved by the Administrative Director or designee.</p>
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