

**NORTHERN  
WESTMORELAND  
CAREER AND  
TECHNOLOGY CENTER**

SECTION: NON-INSTRUCTIONAL  
EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: October 20, 2011

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1504, 1850.1 Pol. 804</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>  <p>School Code 1504, 1850.1</p> <p>Joint Operating Committee Policy 804</p>	<p style="text-align: center;">532. WORKING PERIODS</p> <p>The periods of work required of the non-instructional staff shall be clearly specified to ensure the regular and consistent operation of the center.</p> <p>The Joint Operating Committee has the authority and responsibility for determining the hours of center operation and hours of work for employees, consistent with provisions of an applicable benefits statement or a collective bargaining agreement, if one exists.</p> <p>The Administrative Director or designee shall develop procedures to ensure adherence to work schedules by non-instructional employees, which shall apply uniformly throughout the center.</p> <p>Work schedules of the various classes of employees shall be developed in accordance with the terms of the applicable benefits statement or a collective bargaining agreement, if one exists.</p> <p>All regular custodial and maintenance personnel will be given first preference for any extra work assignments that might be needed by outside contracts other than school duties.</p>
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