

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY
CENTER**

No. 332

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: **WORKING PERIODS**

ADOPTED: October 20, 2011

REVISED: October 15, 2020

332. ADMINISTRATIVE WORKDAY

Authority

Work schedules required of the administrative, professional and support employees staff shall be clearly specified to ensure regular and consistent operation of the center 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 center shall be available to students and the community, consistent with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, and Joint Operating Committee resolutions.

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.

Delegation of Responsibility

The Administrative Director or designee shall develop procedures 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.

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

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

824. MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES

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Legal

1. 24 P.S. 1504

2. 24 P.S. 1850.1

3. Pol. 803

4. Pol. 804

5. 24 P.S. 520.1

6. Pol. 805

Pol. 318