

NORTHERN TIER CAREER CENTER

SECTION: EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: June 28, 2012

REVISED:

332. WORKING PERIODS	
1. Authority SC 1504, 1850.1 Pol. 804	<p>Work schedules required for administrative, professional and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the center and its programs.</p> <p>The Joint Operating Committee has the authority and responsibility to determine the hours 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.</p>
2. Delegation of Responsibility SC 1504	<p>The Administrative Director or designee shall develop administrative regulations to ensure employees adhere to their assigned work schedules.</p> <p>Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.</p> <p>During the times students are in attendance, professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the Administrative Director.</p> <p>All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1504, 1850.1</p> <p>Joint Operating Committee Policy – 000, 318, 804</p>