

# UPPER BUCKS COUNTY AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: EMPLOYEES  
TITLE: WORKING PERIODS  
ADOPTED: October 16, 2008  
REVISED:

332. WORKING PERIODS	
<p>1. Authority</p> <p>SC 1504, 1850.1 Pol. 804</p>	<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 school.</p> <p>The Joint Operating Committee has the authority and responsibility to determine the hours during which career and technical programs and services 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>
<p>2. Delegation of Responsibility</p> <p>SC 1504</p>	<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 building administrator.</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 – 318, 804</p>