

EPHRATA AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: December 18, 2006

REVISED: December 15, 2014

332. WORKING PERIODS	
<p>1. Authority</p> <p>SC 510, 1504 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 district.</p> <p>The Board has the authority and responsibility to determine the hours during which district programs and services shall be available to students and the community, consistent with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, and Board resolutions.</p>
<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop administrative regulations to ensure district employees adhere to their assigned work schedules.</p>
<p>3. Guidelines</p> <p>SC 1504</p>	<p>A time schedule should be regarded as an aid toward better operation of district schools. It is hoped that all staff members will look upon the schedule as an aid to better operation, better working relationships, and better services to one another, to students, and to parents/guardians. Further, it is anticipated that the schedule will be followed by all employees unless emergencies arise. Specific work schedules for each building shall be provided by each administrator and may differ slightly building to building in time but not in overall length.</p> <p>Physicians, dentists, and nurses shall be responsible to the Superintendent, and their schedules shall be arranged through the Director of Health Services and the building principals.</p> <p>Professional 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 principal.</p>

<p>Pol. 330</p>	<p>All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator. In cases of excused attendance, the staff member shall meet with the building principal at the earliest convenient time to discuss topics of the faculty meeting.</p> <p><u>Professional Employee Absence</u></p> <p>On occasion, it may become necessary for professional employees to be absent either because of illness or for some other reason. When such absences occur it is important that the building principal is aware of the situation as early as possible so that proper arrangements can be made.</p> <p>In cases of sudden absence, teachers shall follow the instructions established in the teacher/faculty and staff handbook.</p> <p>Supervisors and other members of the instructional staff shall follow the approved schedules they have filed with the Superintendent. Board policies and district procedures regarding absences shall apply to supervisors just as they do to classroom teachers.</p> <p><u>Working Hours – Support Employees</u></p> <p>Work schedules for support employees shall be determined by the individual supervisor.</p> <p>Supervision of performance and work schedules for support employees shall be arranged and assigned by the supervisory personnel indicated below:</p> <ol style="list-style-type: none">1. Director of Food Services – Cafeteria personnel.2. Maintenance Supervisor – Custodians, maintenance staff.3. Building principals – Secretarial/Clerical staff, library aides, teacher aides.4. District Office Administrators – Secretarial/Clerical staff, technology staff. <p>Employees shall not be required to work more than forty (40) hours a week without being compensated for overtime.</p>
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References:

School Code – 24 P.S. Sec. 510, 1504

Board Policy – 000, 318, 330, 804