

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: August 19, 2002

REVISED: February 22, 2021

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p style="text-align: center;">332. WORKING PERIODS</p> <p>Work schedules for administrative, professional and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the school district.</p> <p>The Board has the authority and responsibility to determine the hours and days during which school district operations and services shall be available to students and the community. Where a conflict exists with this policy, the applicable compensation plan, individual contracts, collective bargaining agreements, and Board resolutions shall prevail.[1][2][3][4]</p> <p>The Board 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, Board resolutions and/or Board-approved health and safety or other emergency preparedness and response plans.[4][5][6]</p> <p>The Superintendent or designee shall establish and inform staff of work schedules, provisions for absences and other conditions of work in keeping with the Board's policies.</p> <p><b><u>Professional and Temporary Professional Employees (TPEs)</u></b></p> <ol style="list-style-type: none"> <li>1. Are required to be present at their respective rooms or assigned stations, and to make themselves available to students, before the time prescribed for commencing school.</li> <li>2. Shall remain in their rooms or assigned stations after students have been discharged, for the purpose of assisting students in need of extra aid.</li> <li>3. Shall have a duty-free lunch period of not less than thirty (30) minutes.[2]</li> </ol>
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4. During the times students are in attendance, may be assigned duties, distributed equitably when possible, at the discretion of the school principal.
5. Are expected to attend each faculty meeting unless specifically excused by the responsible administrator.
6. In cases of excused attendance, shall meet with the school principal at the earliest convenient time to discuss topics of the faculty meeting.

References

1. 24 P.S. 510
2. 24 P.S. 1504
3. Pol. 804
4. Pol. 803
5. 24 P.S. 520.1
6. Pol. 805