

# SUN AREA TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: May 16, 2002

REVISED:

432. WORKING PERIODS	
1. Purpose	Work schedules of the professional staff shall be clearly specified to ensure regular and consistent operation of the center.
2. Authority SC 1504, 1850.1 Pol. 804	The Joint Operating Committee has the authority and responsibility to determine the hours during which educational programs and services shall be available to students, parents and the community.
3. Delegation of Responsibility	The Administrative Director or designee shall develop administrative procedures to ensure adherence to established work schedules by professional employees.
4. Guidelines	Teachers are required to be present at their respective rooms or assigned stations prior to the start of the student day.  Teachers shall remain at the center after the close of the school day long enough to ensure a professional and adequate performance in the discharge of duties.
SC 1504	Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes. Employees may not leave the school building during their lunch period without permission of the Administrative Director or designee.  The length of the working day for professional employees shall be determined in accordance with the terms of the collective bargaining agreement.  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 or designee.  All professional staff members are expected to attend each faculty meeting unless specifically excused by the Administrative Director or designee.

<p>School Code 1504, 1850.1</p> <p>Joint Operating Committee Policy 804</p>	<p><u>Exceptions</u></p> <p>When three (3) home schools are closed because of inclement weather, ice, or snow, employees shall not be required to work.</p> <p>When schools are closed early, employees shall be permitted to leave one (1) hour after the students have been dismissed.</p> <p>When a delay in opening occurs by all of the participating schools, which is caused by inclement weather, the time that employees should report to work will carry the same delay as the earliest reporting school district. That is, if there is a one-hour delay, the employees will be present in their respective rooms or at assigned stations one (1) hour later than they normally would report. For those whose normal reporting time is 8:00 a.m., such individuals will report at 9:00 a.m. Instructional personnel, under these conditions, will be present in their respective rooms or assigned stations at 9:15 a.m. If less than all participating schools have a delay, professional employees shall report at their regular scheduled time.</p> <p>Should an employee report to work before knowing of a cancellation, s/he should receive pay on an hourly basis from the time s/he signs in at the building. In no case will this pay be more than one (1) hour's prorated time. Such employee may leave immediately upon signing in if s/he so desires.</p> <p>A school delay means that all employees will report to work as soon as possible but no later than the announced delay as explained above. Those arriving after the announced delay will lose pay on a prorated basis, based on the time they sign in, unless otherwise authorized by the Administrative Director.</p>
---	--