

SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: June 20, 2002

REVISED:

532. WORKING PERIODS	
1. Purpose	The periods of work required of the classified staff shall be clearly specified to ensure the regular and consistent operation of the center.
2. Authority SC 1504, 1850.1 Pol. 804	The Joint Operating Committee has the authority and responsibility for determining the hours of school operation and hours of work for employees.
3. Delegation of Responsibility	The Administrative Director or designee shall develop procedures to ensure adherence to work schedules by classified employees, which shall apply uniformly throughout the center.
4. Guidelines	Work schedules of the various classes of employees shall be developed in accordance with the terms of the applicable individual contract.
 School Code 1504, 1850.1 Joint Operating Committee Policy 804	