

EASTON AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: March 5, 2007

REVISED:

432. WORKING PERIODS	
1. Purpose	Work schedules of the professional staff shall be clearly specified to ensure regular and consistent operation of the school district.
2. Authority SC 510, 1504 Pol. 804	The Board has the authority and responsibility to determine the hours during which educational programs and services shall be available to students and the community.
3. Delegation of Responsibility	The Superintendent or designee shall develop administrative procedures to ensure adherence to work schedules by professional employees.
4. Guidelines	Professional employees shall be in their buildings and at their assigned duties prior to the official starting time for students and shall remain in their buildings until after the official dismissal time for students, said periods of time before and after school to be determined by the administration, subject to daily hourly limitations provided under the existing collective bargaining agreement.
SC 1504	<p>Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.</p> <p>During the duty-free lunch period, instructional personnel may leave the school grounds during the hours when school is in session. Employees leaving the building during their duty-free lunch time must, prior to leaving, personally register in the main administrative office of their building at the time of departure and upon return.</p> <p>The length of the working day for professional employees shall be determined in accordance with the terms of the collective bargaining agreement.</p> <p>All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.</p>

<p>School Code 510, 1504</p> <p>Board Policy 804</p>	<p><u>Extra Duty</u></p> <p>Activities and services given by professional employees outside the school day and which make minor demands on the employee's time shall be part of each professional employee's basic assignment and workload. Professional employees with responsibilities involving the supervision of students and which make major demands on the employee's time outside the school day shall be compensated in accordance with provisions of the collective bargaining agreement.</p>
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