



Section: PROFESSIONAL EMPLOYEES
Title: WORKING PERIODS
Adopted: February 20, 1996
Revised: August 21, 2007

	428. WORKING PERIODS	
1. Purpose	<p>Work schedules of the professional employee shall be clearly specified in accordance with this policy and the Collective Bargaining Agreement to ensure the smooth and regular operation of the school.</p>	
2. Authority	<p>The Joint Operating Committee has the authority and responsibility to determine the length of the school term and the hours during which educational programs and services shall be available to students and the community.</p>	SC 510
3. Guidelines	<p>The Administrative Director shall develop procedures where by the following work schedules for professional employees shall be adhered to:</p> <ul style="list-style-type: none"> ▪ The contract day for Professional Employees is specified in the Collective Bargaining Agreement. ▪ Professional employees shall have a duty-free lunch period of not less than thirty (30) minutes. ▪ During the times pupils are in attendance, professional employees may be assigned extra or alternative duties at the discretion of the Administrative Director or Designee which duties shall whenever possible be equitably distributed. ▪ All professional employees are expected to attend regular and special staff meetings before or after the regular instruction period of the day. <p>All professional employees shall be under contract to work a specified number of days and shall be compensated for such services under contract.</p> <p>The specified number of days are identified on the official school calendar approved annually by the Joint Operating Committee.</p>	<p>School Code</p> <p>SC 510 1147 1504</p>