

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: PROFESSIONAL EMPLOYEES
TITLE: WORKING PERIODS
ADOPTED: NOVEMBER 20, 2002
REVISED: SEPTEMBER 24, 2014**

432. WORKING PERIODS	
1. Purpose	Work schedules of the professional staff shall be clearly specified to ensure regular and consistent operation of the intermediate unit.
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 Executive Director or designee shall develop administrative procedures to ensure adherence to work schedules by professional employees.
4. Guidelines SC 1504	<p>Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.</p> <p>All special education professional personnel of Luzerne Intermediate Unit shall abide by the school calendar and length of school day as set forth by the respective school district regulations.</p> <p>They shall report fifteen (15) minutes before the opening of school and remain fifteen (15) minutes after school or until the last child has been picked up or whichever occurs later.</p>