

## Sylvan Heights Science Charter School

**Policy Number:** 332

**Policy Title:** Work Periods

**Approved:** September 21, 2020

**Revised:**

Authority:

Work schedules required for administrative, professional, and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the Sylvan Heights Science Charter School (School).

The Board of Trustees (Board) has the authority and responsibility to determine the hours during which School programs and services shall be available to students and the community, consistent with any applicable laws.

Delegation of Responsibility:

The Principal/CAO or designee shall develop administrative regulations to ensure School employees adhere to their assigned work schedules. The work week for full time employees is a minimum of 37.5 hours. Lunch is not included in these 37.5 hours. During the times students are in attendance, professional staff may be assigned extra or alternative duties, at the discretion of the building principal.

Legal:

24 P.S. § 5-510

24 P.S. § 17-1716-A