

SECTION: CLASSIFIED EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: February 8, 1999

REVISED:

# PENN MANOR SCHOOL DISTRICT

<ol style="list-style-type: none"> <li>1. Purpose</li> <li>2. Authority SC 510</li> <li>3. Delegation of Responsibility</li> <li>4. Guidelines</li> </ol>	<p style="text-align: center;">532. WORKING PERIODS</p> <p>The periods of work required of the classified staff shall be clearly specified to ensure the regular and consistent operation of the district.</p> <p>The Board has the authority and responsibility for determining the hours of school district operation and hours of work for employees.</p> <p>The Board reserves the right to deviate from the established schedules in case of emergencies or when the change is for the best interest of the school district.</p> <p>The Superintendent or designee shall develop procedures to ensure adherence to work schedules by classified employees which shall apply uniformly throughout the schools.</p> <p>Work schedules of the various classes of employees shall be explained to employees at the time of employment.</p> <p><u>Emergency Closing of School</u></p> <p>All twelve-month employees are expected to work on days when school is cancelled due to emergency conditions. Personnel unable to report to work on these days shall have the time missed deducted from their earned vacation or deducted from pay unless granted a special exception by the Superintendent.</p> <p>Aides who work specifically for teachers shall not be required to report for duty when school are closed, but they shall be required to make up the time lost due to the closing of schools.</p> <p>An emergency work force shall be selected from the maintenance and custodial staff to serve the school district during inclement weather. Director of Buildings and Grounds has the authority to utilize any or all of these personnel to help with snow removal or other emergencies on a district-wide basis.</p>
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