

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: December 16, 2004

REVISED: August 17, 2006, May 18, 2017

REVIEWED: May 21, 2026

432. WORKING PERIODS	
1. Purpose	<p>Purpose Work schedules of the professional staff shall be clearly specified to ensure regular and consistent operation of the school.</p>
2. Authority SC 1504, 1850.1 Pol. 804	<p>Authority The Joint Operating Committee has the authority and responsibility to determine the hours during which educational programs and services shall be available to students, parents/guardians and the community, consistent with applicable provisions of the collective bargaining agreement.</p>
3. Delegation of Responsibility	<p>Delegation of Responsibility The Administrative Director or designee shall develop administrative procedures to ensure adherence to established work schedules by professional employees.</p>
4. Guidelines	<p>Guidelines Professional employees are required to be present at their respective rooms or assigned stations, and to make themselves available to students, not less than fifteen (15) minutes before the time prescribed for commencing school.</p>
SC 1504	<p>Professional employees shall have a duty-free lunch period of not less than thirty (30) minutes.</p> <p>Any contractual preparation period is to be used for activities related to instruction and student assessment/evaluation (lesson planning, developing assessments, conferencing, student evaluations, preparing materials, etc.). Professional staff may only leave the building during their preparation period or duty-free lunch period with permission from an administrator and follow any sign-out procedure that is in place.</p> <p>During the times students are in attendance, professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the principal.</p> <p>Such duties shall wherever possible be equitably distributed.</p>

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<p>School Code 1504, 1850.1</p> <p>Joint Operating Committee Policy 804</p>	<p>All professional staff members are expected to attend each faculty meeting unless specifically excused by the principal.</p> <p>Professional development full/half-days (In-service or Act 80) shall be scheduled for within the school calendar and as provided in the collective bargaining agreement.</p>
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