

Book: Luzerne Intermediate Unit
Section: 300 Administrative Employees
Title: Working Periods
Code: 332
Status: Active
First Adopted: November 20, 2002
Last Revised: May 20, 2026



Authority

Work schedules required for administrative employees shall be from 8:00 A.M. to 4:00 P.M. with one (1) hour for lunch during the school year. The summer schedule will be from 8:00 to 2:30 with one-half (1/2) hour lunch from June 15 to August 15.

The administration reserves the right to adjust the normal workday to meet the needs of the organization. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board has the authority to make modifications to the Intermediate Unit calendar and the Intermediate Unit schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with the administrative compensation plan, individual contracts, Board resolutions and/or Board-approved health and safety or other emergency preparedness and response plans.[\[4\]](#)[\[6\]](#)[\[7\]](#)

Delegation of Responsibility

The Executive Director or designee shall develop administrative regulations to ensure Intermediate Unit employees are informed of and adhere to their assigned work schedules.

Legal

1. [24 P.S. 133](#)
2. [24 P.S. 914-A](#)
3. [24 P.S. 1504](#)
4. Pol. 803
5. Pol. 804
6. [24 P.S. 520.1](#)
7. Pol. 805
- Pol. 318