

Book: Luzerne Intermediate Unit
Section: 400 Professional Employees
Title: Working Periods
Code: 432
Status: Active
First Adopted: November 20, 2002
Last Revised: May 20, 2026



Authority

Work schedules required for professional employees shall be clearly specified to ensure regular and punctual attendance by employees and consistent operation of the Intermediate Unit.

The Board has the authority and responsibility to determine the hours and days during which Intermediate Unit programs and services shall be available to students and member school districts, consistent with the applicable collective bargaining agreements, Board resolutions, and state law.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

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, applicable collective bargaining agreements, 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.

Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.[\[3\]](#)

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.

They shall report fifteen (15) minutes before the opening of school and remain (15) minutes after school or until the last child has been picked up or whichever occurs later.

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