

*Administrative Personnel Time Schedule*

Professional personnel, whose assignment responsibility is in administration or supervision, are expected to assume the duties of their positions without regard to a prescribed work schedule. The demands of these positions are varied and often require duty beyond the regular hours.

The Tredyffrin/Easttown Administration Offices shall be kept open and staffed from 7:30 a.m. to 4:30 p.m. on all duty days. When there is a responsibility for students in transit during inclement weather and emergencies, offices shall be staffed before and/or after normal hours as appropriate.