ADMINISTRATOR WORK SCHEDULE

A. This annual work schedule will be developed for each administrative position by the immediate supervisor, in consultation with the superintendent and/or his/her designee, and approved by a member of the superintendent’s cabinet of administrators.

1. For full year administrative positions, the annual work schedule will provide that 27 vacation days during the year may be taken off, as requested by the administrator and approved by the immediate supervisor.

2. For less than full year administrative positions, the annual work schedule will identify the scheduled working days and the time off. Once approved, the schedule may not be changed without approvals as provided in A, above.

B. The working hours for all administrators and supervisors will typically be 8:00 a.m. until 5:00 p.m. daily on all scheduled working days.

C. These hours include the assumption of a one hour lunch period.

D. It is understood that exceptions will need to be made in specific cases; as, for example, administrators with regular evening hours and/or a shorter lunch period.

E. All exceptions are to be cleared with the administrator’s or supervisor’s immediate supervisor, in consultation with the superintendent and/or his/her designee, before changing hours—obvious emergency situations accepted.

F. While the nature of the job may require more than 40 hours of work in any given week, any regular hour changes from the basic 8:00 a.m.–5:00 p.m., approved by the appropriate member of the superintendent’s cabinet, must have the prior approval of the superintendent.

ADMINISTRATIVE REGULATION

Approved: February 18, 1986
Amended: May 18, 2010