

LENGTH OF ADMINISTRATIVE STAFF WORK DAY

BASIC WORK DAY

The nature of the duties and responsibilities of administrators and directors will require their hours of work to vary and extend as necessary to fulfill the requirements of their positions. The normal administrator's day exclusive of lunch will be eight (8) hours. The superintendent may approve a flexible work schedule other than 8:00 am-5:00 p.m. with a sixty (60) minute lunch break.

EARLY DISMISSAL

The superintendent shall determine the time each administrator will depart for the day when school is dismissed early.

BUILDING HOURS

The specific hours at any individual building may vary according to the needs of the educational program of the school district. The specific hours for administrators in each service area will be determined by the superintendent.

INCLEMENT WEATHER

The following provisions will apply in the event of school closing for inclement weather and other emergencies:

1. When school is canceled prior to the start of the work day, administrators who are on twelve (12)-month contracts are required to report to work. If they do not, vacation time or leave without pay must be used. The superintendent may dismiss these administrators during inclement weather without requiring use of annual leave or leave without pay. Administrators who are not on twelve month contracts are expected to contact their supervisor to determine if they are to report to work as scheduled or make the day up at the end of the school year. If not required to report to work, the day must be added on to the total contract days.
2. If school is canceled after the administrator's work day has begun, the supervisor shall determine the time the administrator is dismissed.
3. When the beginning of the school day is delayed, all administrators are expected to report to work as close to their regular starting time as possible.

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