

ADMINISTRATIVE POLICY 2.07
TEMPORARY ADMINISTRATIVE ARRANGEMENTS

In any organization it is important that the responsibility for decision making be clearly established in the event of the absence of the assigned administrator.

(1) In the absence of the superintendent, the duties and powers of the office shall be performed and exercised first by the deputy superintendents, followed by a designated ~~department director~~ chief.

(2) The Board president shall be advised if the superintendent and the deputy superintendents plan to be absent from duty at the same time.

(3) In the event of the death of the superintendent while in the service of the Board, ~~the~~ a deputy superintendent or ~~director in charge~~ chief shall have the title of acting superintendent until a successor is elected by the Board and takes office.

(4) Whenever an administrator is granted a long-term leave of absence, the Board shall make an acting appointment to fill the position until the administrator's return. Whenever possible, the person so appointed shall hold an administrator's credentials. Such appointments shall be made from among current staff members when possible.

(5) Payment of additional compensation for personnel exempt from the administrator's bargaining unit who are temporarily underfilling higher-level positions shall be granted in the same manner as provided for those personnel included in the bargaining unit.

History: Adopted 12-4-73; reaffirmed 4-20-95; revised 8-28-96

Previous Coding: Admin. Policy CI, prior to May 1995; Admin. Policy 3.07, May 1995-August 1996

Cross Ref.: Bd. Gov. Policy BG 4.09 Compensation and Benefits
Admin. Policy 6.21 Salary Schedules: Staff

— ♦ —