

## **P4042 REASSIGNMENT OF CONTRACT DAYS FOR ADMINISTRATIVE EMPLOYEES**

### **BOARD POLICY:**

**A maximum of ten *work days* in any one school or contract year may be reassigned by the Superintendent of Schools or designee to permit an administrative employee to pursue a program of professional improvement or to permit the assignment of an administrative employee to a special project conducted for the benefit of the school district.**

Administrative Implemental Procedures:

1. Professional improvement is any educational activity that contributes to the competence of an administrative employee in the performance of his/her duties or is of benefit to the school system. Prior approval must be given by the Superintendent of Schools or designee.
2. Make up of a maximum of ten work days may be accomplished during any period that the employee is not regularly assigned to duty.
3. The Superintendent of Schools may authorize an administrative employee to conduct a special educational project during non-contract or vacation days in lieu of contract days.
4. Normally, administrative employees will not be permitted to make up days in excess of non-contract or vacation days for purposes of paid employment. Any request for an exception to this policy must be submitted with written justification to the Superintendent.

Administrative Responsibility: Human Resources

Latest Revision Date: July 1989

Previous Revision Date: July 1986 P4042