

## Policy 4045

### Administration

#### Conditions of employment

All administrative personnel will be contracted annually and serve at the pleasure of the board. Extension of contracts and compensation will be reviewed in May of each year by the board.

If an administrator is to be non-renewed, reassigned, or reduced in compensation, written notification of such action will be provided by May 1<sup>st</sup> of each year. Signed administrative contracts for the following year will be due on or before May 15<sup>th</sup> of each year.

Leaves: Administrators will receive the same personal, emergency, and sick leave benefits as are accorded to other members of the certificated staff.

Work Year: Administrators will be contracted for a specific number of work days each year. Each administrator will file with the superintendent, and have approved by the superintendent, a calendar of days to be worked during the ensuing year. Any deviations from that calendar must be approved by the superintendent.

Compensation: Administrative pay will be determined by placement on a salary schedule approved by the board.

Health Insurance: Administrators will receive the same health insurance package as certified staff.

Other: Administrators may elect to divert before-tax dollars from compensation to elective tax sheltered programs of their choice.

Adoption:	First Reading:	September 2012	
	Second Reading:	October 2012	Adopted