Alternative Scheduling--Managers

Management personnel are expected to work beyond the normal workday when necessary to complete their work in a satisfactory manner. Alternative scheduling may be approved by the Superintendent under the following conditions:

I. Necessary time spent in recruiting on non-work days, but not including travel after normal hours or on non-work days.

II. Work requiring an exorbitant amount of time beyond the normal expectations of managers.

All alternative scheduling will be taken at a time which causes minimal disruption to the manager's duties.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this policy.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this policy in 2018.

Adopted: March 17, 1993
Reviewed/Revised: October 21, 2015