

PERSONNELD.C. Everest Administrative StaffAttendance of Administrative Staff (Emergency Days)A. School Day Cancellation

Fifty-two week administrators, assistant principals, and the athletic director will be required to work and should report to work as soon as possible and continue for the duration of the normal work period.

All other administrators will have the option to work on emergency days. When emergency days are not worked as they occur, the individual administrator's contract will be extended by the number of days not worked. Administrators must exercise the option to not work on emergency days and to extend their contract by November 1 on Exhibit #4216.47E.

When administrators elect to work on emergency days as they occur, they should report to work as soon as possible and continue for the duration of the normal work period. The immediate supervisor must be informed of any variance from regular work hours.

B. Early Dismissal

Administrators will continue for the duration of the normal work period. The Superintendent must be informed of any variance from regular work hours and will decide upon appropriate action.

C. Built In Emergency Day

When the day built into the school year for emergency day make up is not used, fifty-two week administrators and the athletic director will work. All other administrators will have the option to work on that day. Administrators who elect not to work will have their individual contracts extended by one day. Administrators must exercise the option to not work on the built-in emergency day and to extend their individual contracts by one day by February 1 on Exhibit #4216.47E-B.