Administrative Personnel

Full-time administrative personnel have responsibilities such as the coordination and management of others or the direction of a specialized function. They are paid on a contractual basis not dependent upon hours worked. Administrative personnel are exempt, do not earn overtime pay, and do not earn compensatory time. They are contracted for a minimum of 9 months.

Administrative Personnel means any employee of the Board whose Position the Board determines to be one of five types:

1. **Regular Administrators** are employees hired on an Employment Contract for Administrators. The principal duties of a Regular Administrator are administrative in nature.

2. **Administrative Support Personnel** are employees hired on an Employment Contract for Administrative Support Personnel. A substantial portion of responsibility is administrative support in nature with or without limited teaching and/or other responsibilities.

3. **Professional Services Personnel** are employees hired on an Employment Contract for Professional Services Personnel. The responsibility of such employees is professional in nature and may include coaching, administrative, quasi-administrative, or administrative support duties, with or without limited teaching and/or other responsibilities.

4. **Temporary Administrative Personnel** are employees hired on an Employment Contract for Temporary Administrative personnel for a term of less than nine (9) months. The responsibility of such employees is professional in nature and may include coaching administrative, quasi-administrative, or administrative support duties, with or without teaching and/or other responsibilities.

5. **Part-time Administrative Personnel** are employees who are hired on an Employment Contract for less than one-half time during a fiscal year as determined by their immediate supervisors.