TOPIC:	Policy Number:
Administrative Personnel - Procedures	AP2

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.