

ADMINISTRATORS' DUTY DAY

Although administrative salaries are established on a day-rate basis, work hours are determined by the responsibilities of the position, often in excess of an eight (8) hour day. There are no maximum hours specified to accomplish these responsibilities.

In unique situations occurring at the District or campus level which demand the time of an administrator beyond the normal expectations of the position, the immediate supervisor, when authorized by the Superintendent, may declare this added responsibility as a specified duty day. This specified duty day may be used in lieu of a previously designated duty day.