

Richmond School District Policy Statement
Temporary Administrative Arrangements

Policy #: 260

The District Administrator is responsible for making appropriate arrangements for the in-District leadership and supervisory designations that will apply during a period of leave, in his/her temporary absence from work, or when he/she will not be working on site within the District for any significant portion of a work day. As applicable to such circumstances, the employee shall also ensure that he/she appropriately conveys his/her contact information, or other applicable emergency contact information, to other members of the District's staff who may have a need to consult with or have a decision made by an employee or official with the appropriate knowledge and authority and informing the Board of Education, as necessary.

In the event of serious, long-term illness or death of the District Administrator, the Board President shall call a special meeting or address at the next regularly scheduled Board of Education meeting to determine what course the District shall take at that time.

Legal References:

Wisconsin Statutes

Section 118.24 [Administrative authority and assignment of responsibilities]

Approved: 11/10/08

Reviewed: 5/14/18