

**ADMINISTRATION**

1 Employment Restrictions for Administrative Personnel

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3 The Superintendent must give prior approval for time taken by administrators from the regularly  
4 assigned work schedules, for such paid activities as consulting, college teaching, lecturing, etc.

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6 The amount of time lost to the District will be, but is not restricted to being: deducted from  
7 vacation time; granted as additional personal leave as specified by a written contract; or prorated  
8 to a dollar amount to be deducted in the next regularly scheduled pay period.

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10 Time taken from the regularly assigned work schedule for non-paid activities shall follow the  
11 format established above.

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15 Policy History:

16 Adopted on: February 2007

17 Revised on: