

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

Policy 260

Waukegan Community School District

Page 1 of 2

The Superintendent, any building principal, and any other administrator or supervisory employee 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.

In the event of an unexpected vacancy or any temporary absence from work that exceeds or is expected to exceed 2 consecutive weeks in any administrative or supervisory position, the Superintendent or his/her administrative-level designee shall make or approve appropriate interim arrangements for the performance of the duties and responsibilities of the position, subject to the following:

1. The Board of Education shall approve any individual contract modifications or any non-contractual modifications to an employee's monetary compensation that may be necessary to implement such interim arrangements.
2. The Board shall approve any interim replacement for the Superintendent.
3. At its discretion, the Board may elect to modify such interim arrangements.

When all of the following apply, the Board designates the Executive Director of Operations to make decisions or take action in the best interests of the District. If he/she is also unavailable or unreachable, the Directors of Elementary and Secondary Curriculum and Instruction will oversee all matters that involve students or parental concerns and the Director of Human Resources will oversee all matters that involve staff or district operations:

1. An emergency or other urgent situation arises that necessitates an administrative decision or that requires administrative action that would normally be made/taken by the Superintendent;
2. The Superintendent is unavailable or unable to be reached;
3. It would be impractical or clearly imprudent to defer the matter until normal lines of authority could be utilized; and
4. A more-specific interim or temporary administrative arrangement is not in place that applies to the specific situation.

Legal References:

Wisconsin Statutes

[Section 118.24](#) [administrative authority and assignment of responsibilities]

Cross References:

WASB PRG 260 Sample Policy 1

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Wauwaukee Community School District

Policy 260

Page 2 of 2

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