

Billings School District 2

ADMINISTRATION

Employment Restrictions for Administrative Personnel

The Superintendent must approve in advance time taken by administrators from regularly assigned work schedules for both non-paid and paid non-District activities, including but not limited to consulting, college teaching and lecturing.

In addition and prior to the absence, the administrator must propose to the Superintendent and the Superintendent must approve one of the following options for non-paid and paid non-District activities: The administrator's time away from the District for non-District activities (1) may be deducted from the administrator's vacation time, (2) may be granted as non-paid leave from the District and deducted from the administrator's pay on a prorated dollar amount in the next regularly scheduled pay period, or (3) may be recompensed to the District in another negotiated manner (e.g., any honoraria or fee paid to the administrator may be paid to the District). Nothing in this policy should affect the Superintendent's ability to grant paid professional leave to an administrator for District-related activities.

Policy History:

First Reading:	February 23, 2004 – Board of Trustees
Second Reading:	August 16, 2004 – Board of Trustees
Third Reading:	September 20, 2004 – Board of Trustees
Adopted on:	September 20, 2004
Effective on:	September 20, 2004
Reviewed on:	December 17, 2018 – Board of Trustees
Reviewed on:	February 16, 2026 – Board of Trustees