

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

CALCULATION OF WORK YEAR FOR LESS THAN 12-MONTH ADMINISTRATORS

DEFINITIONS

Less than 12-month administrators - means an administrator and/or supervisor that does not have a 12-month appointment approved by the Board of Education.

Each administrator and/or supervisor that is less than 12 months will in June of each year prepare a work calendar and submit to their director for approval to be forwarded to Human Resources.

PROCEDURES

Calendars must be developed in consultation with and approved by the immediate supervisor, and sent to the Deputy District Superintendent and the Director of Human Resources by June 15 preceding the base work year.