

# MINNETONKA PUBLIC SCHOOLS

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## **POLICY #462: DESIGNATION OF AUTHORITY DURING ABSENCE**

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### **1.0 PHILOSOPHY**

- 1.1 Every administrator will be absent at some time during the normal course of employment: vacation periods, conference attendance, personal business, illness or other reason. To forestall questions of authority during an absence and to enable school operations to proceed as normally as possible, each administrator is responsible for establishing a line of authority in the respective school or department and communicating it to both supervisor(s) and supervisee(s).
- 1.2 The Superintendent, for example, sets forth this order:
  - 1.2.1 Assistant Superintendent for Human Resources
  - 1.2.2 Executive Director of Teaching and Learning
  - 1.2.3 Executive Director of Business Services
  - 1.2.4 Executive Director of Minnetonka Community Education

### **2.0 ABSENCE**

- 2.1 When an absence is anticipated, the administrator is expected to do these things in advance:
  - 2.1.1 Prepare materials which will be needed during the absence, (e.g., board materials).
  - 2.1.2 Provide a schedule to the supervisor, designee, and secretary assigned to the office. Include the information relative to contacts in the case of emergency.
- 2.2 Brief the first order designee on known meetings, events, obligations, or other duties which may arise during the absence and how they are to be handled. Identify contact person in case consultation is required.

### **3.0 PREPARATION FOR EMERGENCIES**

Because absences cannot always be anticipated, every administrator is expected to have readily available a description of the standard operating procedures in the office held by the administrator.

*Board Approved: December 5, 2006*