

Administrators who are given temporary assignments or who are promoted after the beginning of the school year to a higher classification on the Administrative Salary Schedule shall have their daily rate on their original assignment increased by 3% for the duration of the temporary assignment or of the school year, whichever comes first. The work year of the employee so promoted shall be the same as the classification in which the administrator was working at the beginning of the school year.

Administrators assigned temporarily or for portions of a school year will earn vacation days at the monthly rate of the position to which the temporary or portional assignment is made, if any.

Administrators who receive permanent promotions will be placed on the salary schedule step which will reflect an increase in daily rate. Daily rates for administrators will be figured by dividing the salary by the number of days worked, not including vacation days.

In the event that the salary on the step reflects an increase of less than \$200, the administrator will be placed on the next step.

Board of Trustees
January 31, 1980
Reviewed: October 23, 1986
Revised: March 19, 1990
Reviewed: January, 1994
Revised: October 12, 2000
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