

Intradistrict Communication

Date: July 9, 2018

To: All Elementary Principals
All Elementary Head Administrative Assistants

From: John Larsen, Business Administrator

Subject: **Summer Pool Hours for Elementary Head Administrative Assistant**

Effective this summer, the twenty-four (24) hours traditional calendar elementary head administrative assistants are given for use during the summer months will be increased to forty (40) hours. These hours remain optional and flexible to be used as needed in coordination with the school principal.

These hours are intended to address mail, voicemail, purchase verifications, timesheets, and any other matters that typically build up over the summer months. It is hoped these summer hours will aid the school in a successful opening for the students.

These hours should be reported through True Time under the heading of "Contract Pool Hours" and will be charged to 10-E-xxx-0050-2483-152.

Cc: Cabinet
Sarah Palmer – Director of Payroll