

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

Date: 7/29/91

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.1 GENERAL PERSONNEL PRACTICES

4.112 WITHDRAWAL OF SERVICES

SECTION 4.112.3 Compensation

Compensation

- A. No compensation shall be paid to or on behalf of any employee unless the deputy superintendent, Business Support Services, whose duty it is to draw the warrants, is satisfied that the employee has faithfully performed all of his or her prescribed duties (Ed Code 45055). The term "compensation" as used herein shall include, but shall not be limited to, employer contribution, if any, toward the cost of any health, welfare, or group benefits of the employee.
- B. Any employee who is out on unauthorized leave, and for whom a substitute is employed, must notify Personnel Support Services by 3 p.m. of the day of absence if he/she is returning to work on the following working day, or the substitute will be retained. Failure to notify the Administration Center of intention to return to work will result in the employee not being allowed to work on the following working day and being docked for that day's pay.

The Superintendent, or his designee, is hereby authorized to enter into contracts for performance of supplemental assignments, as and if the need arises.

The Superintendent, or his designee, is hereby authorized to take all steps necessary to obtain requisite legal services and to cause to be instituted or defended in the name of the District any litigation arising out of or related to any strike, slowdown, walk-out, etc. of classified employees of the District.

The Superintendent, or his designee, is hereby authorized to contract, pursuant to Government Code Section 53060, for such consultant services as are necessary in order to obtain professional advice for himself and his staff on strike and strike-related matters.

The Superintendent, or his designee, is authorized to require that any District property held by employees be immediately delivered to him or his designated representatives. As used herein "District property" includes, but is not limited to, keys, AV equipment, instructional materials, registers, grade books, attendance records, seating charts, pupil scholastic data.

The Superintendent, or his designee, is authorized to establish emergency communications systems.

The associate superintendent, Personnel Support Services, is hereby designated as the official spokesman of the Board.

A copy of these emergency regulations will be published and posted as directed by the Superintendent, or his designee. These will be distributed to the local newspaper and posted in public places within the School District.

A copy of these emergency regulations shall be distributed to all parents and employees of the District.

SECTION 4.112.3 Compensation

The Superintendent is authorized to invoke these policies as necessary during an emergency.