



Shonto Governing Board of Education, Inc. Policy Statement

SUBJECT: ADMINISTRATOR ON DUTY – WEEKEND DUTY

POLICY CODE: CI

CANCELS POLICY NUMBER: N/A

DATE OF ORIGINAL POLICY: 7/10/15

EFFECTIVE DATE: 7/23/15

DATE OF NEXT REVIEW: 7/2018

DATED: 7/10/15

I. PHILOSOPHY:

The Shonto Preparatory School is committed to maintaining school operations year-round free of undue work pressures on school personnel on weekends and / or holidays. SPS has determined that in order for safe operations and protection of facilities, students, employees, campus residents, and visitors it is necessary to have personnel on duty to address needs that arise after normal duty hours – weekend duty. The school recognizes that to minimize weekend duty it is necessary to use staff with leadership ability, decision making ability, and knowledge of campus operations. This duty is not limited to administrators.

Therefore, the Governing Board establishes the following policy:

II. POLICY STATEMENT:

Shonto Preparatory School will have an Administrator on Duty (AOD) after normal duty hours for the purpose of being the primary point of contact for students, employees, campus residents, visitors and contractors/vendors should they need assistance after normal duty hours - weekend.

III. EXCEPTIONS TO POLICY:

None

IV. AMPLIFYING DEFINITION AND DUTIES OF THE ADMINISTRATOR ON DUTY:

- A. The AOD duties will begin at 5 pm on the start of the weekend and end at 6 am on the next normal working day after the weekend. Should there be a three-day weekend an extra day will be added.
- B. The AOD will remain in the immediate vicinity of campus and must be available within 30 minutes of being called to duty. If necessary the AOD may use the guest house free of charge.
- C. The AOD will conduct rounds of campus and check in with security personnel on duty and facility duty employees every three hours during daylight hours each day.
- D. It is expected the AOD will execute all necessary solutions to address any issues that may arise. Only in emergencies or complete lack of resources will the AOD contact administrators.
- E. Vehicle, school radio, mobile phone, necessary keys, and AOD binder containing



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relevant information will be provided to the AOD.

- a. The AOD Binder will contain contact information, home locations, and other pertinent information necessary to address any issue.
- F. All departments will submit relevant documents to the AOD prior to the start of AOD assignment. This will include trip rosters, staff travel, FM duty roster, Security guard duty roster, approved facility use, etc.
- G. The AOD will record in the duty log any significant event(s).
- H. The AOD may call the Superintendent at any time.

ADDITIONAL GUIDELINES:

- A. The AOD will complete the necessary documents and be compensated at the rate of \$500 for regular weekend duty and \$750 for three-day weekends. Six single-day federal holidays will be compensated at \$250 for one day. The exception will be when the federal holiday results in a three day weekend. The AOD will not be eligible for any overtime or other compensation during the pay periods covered by the weekend duty. There will be occurrences of two pay periods in which the employee is not eligible for OT.
 - a. There are 52 weeks per year that includes 9 federal holidays. Three federal holidays result in three-day weekends, and 6 single day federal holidays. Shonto Preparatory School normally recognizes two Navajo Holidays which results in three-day weekends.

	Unit	Total
41 weekends	\$500	\$20,500
3 three-day weekends (federal)	\$750	\$2,250
6 single day holidays (federal)	\$250	\$1,500
2 three-day weekends (School & Navajo Specific)	\$750	\$1,500
52 total weeks per year		\$25,750
Total Budget of \$27,000 per year		

- b. The funds will be allocated from the Interest Funds
- B. The AOD will not cancel assigned weekend duty without confirming a replacement has agreed to take the duty. The Superintendent will be notified of any changes.

V. REPORTS:

Reports will be provided to the Superintendent or delegated administrator the following Monday or next available date.



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VI. FORMS:

AOD Binder and Logs

VII. EXPIRATION DATE:

This policy will be revised as needed to fulfill unanticipated needs due to personnel changes and events that require amendments. This policy will expire (3) years after its acceptance unless re-approved.

VIII. SIGNATURE BLOCK:

Submitted by: Lemual B. Adson
Superintendent

Date: July 23, 2015

1st Reading: July 10, 2015

Approved: July 23, 2015

Established: _____

A handwritten signature in black ink, appearing to read 'Martha Tate', is written over a horizontal line.

Martha Tate, President,
Shonto Governing Board of Education, Inc.