



## **ADMINISTRATIVE ASSISTANT SUMMER HOURS**

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**Policy:** CFFB  
**Approval Date:** June 26, 1978  
**Resolution #:** 133  
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**Resolution #:** 193

Principals are allowed to call in the Administrative Assistant, as necessary, at hourly rates to a maximum of seven (7) working days prior to school opening.

A principal, new to a school, is allowed to call in the Administrative Assistant, as necessary, at hourly rates to a maximum of ten (10) working days prior to school opening.

An Administrative assistant, new to the position or to the school, can be called in at hourly rates for up to ten (10) working days prior to the school opening to assist in the orientation process.