



Board Policy –

After-hours availability expectations for Executive and Administrative Management Teams

Background – Although the school runs on a fairly routine schedule, unforeseen circumstances arise that require the Encore Management team to be available on regularly scheduled days off or hours outside of their work day. It is the expectation that all Executives and Administrators will do their best to make themselves available in the event of an extenuating circumstance.

Cell Phone Usage – Encore either supplies a cell phone or offers an annual stipend for cell phones for administrators and executives. It is the expectation that whenever possible, as an administrator or Executive, the person in these positions will answer the phone or text message to help avoid delays in curing an urgent issues.

It should be the expectation of the employee that fellow staff members will avoid calling or texting on what is designated on their “time off.” With this courtesy in place, if someone does reach out to communicate with an administrator or executive, it is expected that they will respond to the inquiry as soon as reasonable.

Out of Calendar Work Dates –

Due to the nature of the job duties in the administrative and executive management and officer roles, there are a lot of times that the work calendar will be adjusted to fit political events, student events, staff events, and out of regular calendar date work needs. It is the expectation, that the administrator / executive will do their best to make themselves available for these non-calendar work days. In most cases, the administrator / executive will be able to swap days off within the calendar at a later date, but this swap is not guaranteed.