## Administrative Procedure 431 ADMINISTRATORS OFF-SITE

## **Procedure**

- 1. Principals, vice-principals, the secretary-treasurer and the technology director shall inform the superintendent by email of their whereabouts when they leave their work premises during regular work hours.
- 2. The board chair shall be informed by email from the superintendent of the superintendent's whereabouts when s/he leaves the work premises during regular work hours.

Created: March 2014