

**Summers County Board of Education**

**Scope:**

**Authority:** W. Va. Code § 18A-4-10

**Adopted:** June 8, 1989.

**Amended:**

**Reviewed:** June 24, 2021.

**Repealed:** August 12, 2021.

**ADMINISTRATIVE LEAVE POLICY**

The Superintendent, as chief school administrator and secretary of the Summers County Board of Education, is authorized to attend all legal proceedings involving the Summers County Board of Education. These legal proceedings shall include but are not limited to: grievance hearings, hearings before the Circuit Court or other courts. In addition, the Superintendent is authorized to require other employees to attend the proceeding when that person(s) has knowledge of, or expertise in, the matter to be heard or discussed. All such requests being made by the Superintendent will be made in writing and a copy of the request will be filed with the employee's appropriate payroll.

In attending to these matters, the Superintendent and accompanying personnel, will be deemed to be performing a job-related function and will attend these matters without loss of pay or work time.