

**TEMPORARY ADMINISTRATIVE ARRANGEMENTS**  
**AND SUPERINTENDENT PRO TEMPORE**

The Superintendent shall make his/her whereabouts known to the central office staff and the Board President at all times. If the Superintendent leaves the District, he/she shall make every effort to communicate his/her itinerary to the Board President and Assistant Superintendent. In case of a bona fide emergency, every effort will be made to notify the Superintendent of the situation. If the Superintendent is unable to be reached, the responsibility and the authority to act for the District shall fall to the Assistant Superintendent. If, for any reason, the Assistant Superintendent cannot be reached, the responsibility and the authority to act in behalf of the District shall fall to the Treasurer.

Pursuant to O.R.C. Section 3319.01, if the Board determines the Superintendent is incapacitated such that he/she is unable to perform the duties of his/her job, the Board may, by majority vote of its members, appoint a person to serve in his/her place pro tempore. During any such period of incapacitation, the Superintendent may be placed on sick leave or a leave of absence. The Superintendent pro tempore shall perform all the duties and functions of the Superintendent and shall serve until the Board, by majority vote of its members, determines the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract of employment, whichever occurs sooner. The Superintendent pro tempore, may be removed at any time for cause by a two-thirds vote of the members of the Board, and the compensation of the Superintendent pro tempore should be fixed by the Board in accordance with O.R.C. Section 3319.01.

The Board shall determine whether the Superintendent is incapacitated based on any medical report or statement received from (A) his/her physician, or (B) the District's school physician. If the Superintendent is absent or on sick leave or unpaid medical leave for more than ten (10) consecutive scheduled work days or establishes any ongoing pattern of intermittent absenteeism, the Board may require medical verification of his/her capacity. In the event of a dispute over such capacity between the Superintendent's physician and the District's school physician, a third opinion from a qualified physician will be sought at Board expense which shall be deemed determinative. The failure or refusal of the Superintendent to cooperate in obtaining medical verification of his/her capacity may be taken into account by the Board in making a decision under this Policy. The Superintendent may request a hearing before the Board on any action taken under this provision, and shall have the same rights in any such hearing as are granted to a teacher in a Board hearing under O.R.C. Section 3319.16.

Adopted 8/28/78  
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