

## SCHOOL COMMUNITY RELATIONS

Series 800

Policy Title . . . COMMUNITY EDUCATION PERSONNEL Code No. 812.1

1. The department shall be headed by a Director. This position will be considered administrative, part of the district management team, and shall report to the Director of Curriculum and Instruction. All Community Education Department staff, including ad hoc staff for the various programs offered, shall be under the supervision of the district, through the Director of Community Education, to insure that all District policies are observed.
2. Salaried program staff (i.e. instructors) shall not be considered administrative staff. Such staff contracts shall take the form determined by the Director. Contract form and compensation will be determined by the Director.
3. Employees on hourly compensation will be subject to appropriate wage and hour laws.
4. All personnel renewals, appointments, and resignations shall be handled in a manner consistent with Board policy and current practice.

Date of Adoption:  
October 8, 1990  
Reviewed:  
November 17, 2008  
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July 13, 2009

Legal Reference: Code of WI  
Section 120