

## Board of Education High Point Regional

ADMINISTRATION

### INCAPACITY OF BOARD SECRETARY

The Board of Education will appoint, by the affirmative votes of a majority of the members of the full Board, and fix the compensation of an Acting Board Secretary to serve when the Board Secretary is so incapacitated as to render him or her unable to perform the duties of the office of Board Secretary.

The Board Secretary will be deemed to be incapacitated when

1. The Board Secretary is absent on disability leave of a projected duration of sixty days or more or
2. The Board Secretary is certified incapacitated by a physician in accordance with Policy No. 3161 or
3. The Board Secretary has been suspended with pay or
4. The Board Secretary has been suspended without pay pending the resolution of tenure charges.

The Acting Board Secretary shall discharge the duties of the office until the Board Secretary returns, resigns, or is removed from the position. The acts of the Acting Board Secretary shall be legal and binding as if done by the Board Secretary. The Acting Board Secretary shall not acquire tenure in the position of Board Secretary.

N.J.S.A. 18A:16-1.1; 18A:17-5

Date Adopted: 3/18/91