

Myrtle Point School District 41

Code: **EG**
Adopted: 5/10/04
Orig. Code(s): EG

Office Services Management

Office services will be provided to expedite the ongoing business of the district and to make the most effective use of staff time, including the time of teachers who are employed by the Board to provide instruction and not to perform routine office operations.

The Board instructs the superintendent to:

1. Maintain a continuing assessment of fluctuating office service needs at all school locations and the district office;
2. Seek the maximum standardization and coordination of office procedures and systems;
3. Employ flexible staffing patterns to accommodate office needs in the most efficient but economical manner;
4. Conduct periodic review and prepare periodic recommendations concerning such matters as word processing, office machine utilization and related issues.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)