

### **INCAPACITY OF TREASURER**

If the Treasurer is absent from any meetings of the Board of Education, the Board shall choose one of their members to serve in his/her place pro tempore.

A Treasurer Pro Tempore shall be appointed by a majority of the members of the Board of Education upon determining the Treasurer is incapacitated in such a manner that he/she is unable to perform the duties of that office.

The Board will exercise its authority under law to determine the incapacity of the Treasurer in the following manner:

- A. At the request of the Treasurer if he/she is absent with pay by reason of personal illness, injury, or exposure to contagious disease which could be communicated to others.
- B. Upon certification of the attending physician that the Treasurer is unable to perform the duties of the office of the Treasurer and such Treasurer is absent with pay by reason of personal illness, injury, or exposure to contagious disease which could be communicated to others.
- C. Upon the determination of a referee pursuant to O.R.C. §3319.16 that the Treasurer is unable to perform the duties of the office of Treasurer, and such Treasurer is absent with pay by reason of personal illness, injury, or exposure to contagious disease which could be communicated to others.
- D. Upon the granting of a leave of absence, without pay, requested by the Treasurer by reason of illness, injury or other disability of the Treasurer.
- E. Upon the placing of the Treasurer upon an unrequested leave of absence without pay by reason of illness or other disability of the Treasurer pursuant to O.R.C. §3319.13.

If the Board determines that the Treasurer is unable to perform the duties of his/her office, he/she shall:

- A. At his/her request, be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy; or
- B. At his/her request, or without such request, pursuant to O.R.C. §3319.13, be placed on a leave of absence without pay.

The leave shall not extend beyond the contract or term of office of the Treasurer.

The Treasurer shall, upon request to the Board, be returned to active duty status, unless the Board denies the request. The Board may require the Treasurer to establish to its satisfaction that he/she is capable of resuming such duties on a full-time basis.

The Board may demand that the Treasurer return to active service and upon the determination that he/she is able to resume his/her duties, the Treasurer shall return to active service.

The Treasurer may request a hearing before the Board on any action taken under this policy and shall have the same rights in such hearing as are granted under O.R.C. §3319.16.

#### Treasurer Pro Tempore

- A. The Treasurer Pro Tempore shall perform all of the duties and functions of the Treasurer and shall serve until the Treasurer is no longer incapacitated, or until the expiration of the Treasurer's contract or term of office, whichever is sooner.
- B. The Board shall fix the compensation of the Treasurer Pro Tempore in accordance with O.R.C. §3313.24.
- C. The Treasurer Pro Tempore shall execute a bond immediately after appointment in accordance with O.R.C. §3313.25 and shall immediately comply with the signature card requirements of the school district's depository.
- D. The Treasurer Pro Tempore may be removed at any time for cause by a two-thirds (2/3) vote of the members of the Board.

LEGAL REFS: O.R.C. §3313.23

Adopted: August 10, 2015