

499 STAFF RELATIONS

I. PURPOSE

The purpose of this policy is to establish clear understandings on the part of all personnel of the working relationships in the school system.

II. GENERAL STATEMENT OF POLICY

- A. Lines of direct authority will be those established by the superintendent and approved by the School Board.
- B. Personnel will be expected to refer matters requiring administrative action to their direct supervisors. Supervisors will refer such matters to the next higher administrative authority when necessary.
- C. All personnel are expected to keep their direct supervisors informed of their activities by whatever means the supervisors deem appropriate.
- D. The established lines of authority are expected to serve most purposes. Each employee will have one supervisor to whom s/he is responsible. If supervisory responsibilities must be shared, the division of responsibilities will be communicated to the supervised employee.
- E. All personnel have the right to appeal a decision made by an administrator through grievance procedures established by administrative regulations and/or Master Agreements.
- F. Lines of authority do not restrict in any way sensible working cooperation of all staff members at all levels to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

Legal References:

Cross References: Organizational Chart