

Administration

Lines of Responsibility

Personnel shall refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel shall keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

The established lines of authority will be observed. All personnel shall have the right to appeal any decision made by an administrative officer through grievance procedures established in Board policy and contractual agreements.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels. 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.

Organizational charts will be established to represent direction of authority and responsibility.