

## **LINE AND STAFF RELATIONS**

The Board desires the district administrator to establish clear understandings on the part of all personnel of the working relationship in the school system.

Lines of direct authority shall be those approved by the Board and shown on district organizational charts.

Personnel shall be expected to 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 are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes. However, all personnel shall have the right to appeal any decision made by an administrative office through grievance procedures established by employee contracts.

APPROVED:            November 18, 1987