

**ORGANIZATION FOR ADMINISTRATIVE PURPOSES**

All personnel employed by the Board shall be responsible to the Board, through the District Administrator.

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area. Administrators shall refer such matters to the next higher authority when necessary.

Personnel shall have the right to appeal any decision made by an administrator through approved grievance procedures as defined by the employee handbook or state law.

Within the broad framework of Board policy, personnel shall assist the person in charge as assigned.

All personnel shall keep the person they are immediately responsible to informed of all their activities by whatever means the person in charge deems appropriate.

CROSS REF:           251-Exhibit, Organizational Chart

APPROVED:           March 12, 2001

REVISED:            December 10, 2012