

## **LINE AND STAFF RELATIONS**

All personnel employed by the board shall be responsible to the board through the superintendent.

All personnel shall refer matters requiring administrative action to their immediate supervisor. Supervisors shall refer such matters to the next higher authority when necessary.

All personnel shall have the right to appeal any decision made by supervisors when such decision is defined as a grievance in accordance with the school system's grievance procedure (See Policy, File: GAE). Such appeals shall be in accordance with the school system's grievance procedures.

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