

## **Line and Staff Relations**

The Board desires the executive director to establish clear understandings on the part of all BOCES personnel of the working relationships in the BOCES and its member school districts.

Lines of direct authority shall be those approved by the Board and shown on the BOCES's organization chart.

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator shall refer such matters to the next higher administrative authority when necessary. Personnel are also expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Lines of authority do not restrict the cooperative, sensible working together of staff members at all levels to develop the best possible programs and services. Rather, 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 BOCES programs and operations.

Adopted: May 11, 2017

CROSS REFS.: CC, Administrative Organization  
GBK, Staff Concerns/Complaints/Grievances