

## **Handbooks and Directives**

In order that pertinent Board policies and BOCES regulations may be known by all staff members affected by them, BOCES administrators are granted authority to issue staff handbooks as found necessary and desirable.

It is essential that the contents of all handbooks conform with BOCES-wide policies and regulations. It also is important that all handbooks bearing the name of the BOCES be of a quality that reflects credit on the BOCES. Therefore, the Board expects all handbooks to be approved by the Board and/or executive director prior to publication.

The Board shall review and approve the BOCES-wide personnel handbooks so that the contents of both may be accorded the status of Board-approved policy and regulation. The executive director shall use judgment as to whether other specific handbooks need Board approval. However, all handbooks published shall be made available to the Board for informational purposes.

Adopted: May 11, 2017