

#108135

GBD

## **COMMUNICATIONS WITH STAFF**

### **Staff Communications to the Board**

All communications or reports from employees to the Board or any Board committee shall be submitted through the Superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board administrative decisions on important matters, provided that the Superintendent shall have been notified of the forthcoming appeal.

### **Board Communication to Staff**

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

### **Death of an Employee**

In the event of the death of a Division employee, it is Board policy to send a letter of condolence, signed by the Chair, to the next of kin.

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REVISED: April 26, 2005 Motion 08-02-05

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