

#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.

APPROVED 74-01-08

APPROVED 76-09-28

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

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