

**Jefferson County  
School District 509J**

Code: **CCB**  
Adopted: 5/22/06  
Readopted: 5/14/18  
Orig. Code(s): CCB

**Line and Staff Relations**

The Board expects the superintendent to establish a clear understanding of working relationships in the school system with all staff.

Lines of direct authority will be those approved by the Board.

Staff members will be expected to refer matters requiring administrative action to the administrator to whom they report. That administrator will refer such matters to the next higher administrative authority, when necessary. All staff will inform their immediate supervisor of their activities by whatever means the supervisor considers appropriate.

Lines of authority should not restrict the cooperative working relationship of all staff members in developing the best possible district programs and services. In addition, this policy does not restrict protected labor relations communications of bargaining unit members. The established lines of authority represent direction of authority and responsibility. When the staff work together, the lines represent a two-way flow of ideas to improve the programs and operations in the district.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.505](#)

[OAR 581-022-2405](#)

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).