

# Stanfield School District 61

Code: **GBD-AR**  
Adopted: 11/8/94  
Readopted: 4/10/08  
Orig. Code(s): GBD-AR

## **Employee Communications**

This administrative regulation has been established to define the process to use when communicating appropriate information and ideas between the staff, administration and Board.

All staff members with a concern, question, idea or proposal should proceed as follows:

1. First, verbally discuss the matter with their immediate supervisor;
2. If more definition is needed, the matter needs approval from a higher authority or they are not satisfied with the outcome of their verbal discussion, then prepare and present a written concept paper to their immediate supervisor;
3. If, in their opinion, the matter needs to go to the next level, then submit the concept paper to the next level with the full knowledge and the written recommendation of approval or disapproval from the immediate supervisor;
4. Use step three to formally take the matter to the Board by submitting it to the business manager or superintendent for placement on the agenda in a timely manner.

By following the above procedure, any concern, question, idea or proposal can be presented to the Board. The staff member presenting the matter will know at each step the position and recommendation of each involved administrator, at the time the matter is presented to the Board.

In conclusion, there should be no surprises! The normal line of authority should be followed from the staff, to the immediate supervisor, to the superintendent and then to the Board or from the Board, to the superintendent, to the immediate supervisor and then to the staff.