

General Administration

Chain of Command

The Executive Director shall develop an organizational chart indicating the channels of authority and reporting relationships for SASED personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

CROSS REF.: 1:20 (SASED Organization), 2:140 (Communications to and From the Board),
3:70 (Succession of Authority), 8:110 (Public Suggestions and Complaints)

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