

STAFF INVOLVEMENT IN DECISION MAKING

Code **GBB** Issued **3/05**

Purpose: To establish the basic structure for staff involvement in making the decisions under which the district operates.

The board believes that a school system functions best when all personnel are informed of the organization's major activities and goals. The board encourages recommendations and suggestions from all employees of the district on any phase of the district's operation. A free exchange of ideas designed to improve the district system creates an atmosphere which allows the board to seek the best ideas from everyone involved in the district's schools.

In the development of policies affecting the system, the board should seek the judgment and counsel of appropriate personnel before adopting such policies.

Personnel participation in decision making may include items listed below as they are appropriate to areas, programs and schools.

- policy development
- administrative rules development
- budget planning
- facilities planning
- strategic planning

When developing rules, regulations and arrangements for the operation of the district, the superintendent will attempt to include at the planning stage those employees affected by such provisions.

Any employee who has a suggestion will present that suggestion to his/her immediate supervisor. The supervisor will respond and give reasons for his/her position whenever possible. After approval by the employee's immediate supervisor, the suggestion will be forwarded to the superintendent.

If the suggestion is not contrary to existing board policy, it will be implemented upon the superintendent's approval and presented to the board for information at its next meeting. If the suggestion constitutes a change in board policy it will be reviewed by the superintendent and, if approved by the superintendent, referred to the board for consideration.

The initiator of any suggestion will be notified of the final action taken in regard to the suggestion.

Each suggestion will follow the following format.

- state the problem
- state the proposed solution
- state the advantages/disadvantages of the proposed solution
- comment by initiator

Any employee who feels that his/her suggestion was not properly handled may pursue his/her options under policy GBK, Staff Concerns/Complaints/Grievances.

Adopted 8/13/91; Revised 3/8/05