



# POLICIES AND PROCEDURES

## POLICY: Review of Organizational Structure

**Date Approved:** May 25, 1999

**Last Reviewed:** 2021-2022

**Dates of Amendment:**

**Cross Reference:**

### **POLICY :**

1. The Board shall review its organizational structure, including the number of positions and their classification, when it is deemed by the Board to be in the best interest of efficient and effective management.

### **ADMINISTRATIVE PROCEDURES :**

1. As authorized by the Board, the Director of Education/designate will implement reviews and/or changes to the organizational structure and administrative operations of the Board.
2. Organizational charts will be developed for each department and maintained on a current basis.
3. Organizational charts, once approved, will be distributed to the respective departments and a copy sent to the Human Resources and Finance Departments.
4. All changes to the Board's organizational charts will be approved by the Director of Education.