

**Policy number:** I-2                      **Subject:** PERSONNEL ADMINISTRATION  
**Revision:** one  
Approved: Agency Board: June 28, 2006  
                  Policy Council: May 17, 2006

## **POLICY**

The Board of Directors of Sequatchie Valley Planning and Development Agency is the legal entity responsible for all corporate legal entity responsible for all corporate Board has a special relationship with the Head Start Policy person personnel and other matters as it has specific duties related to the Head Start Policy. The relationship between the Board and the Policy Council Performance Standards.

The Board delegates to the Program Administrator (Chief Executive Officer) and responsibility for ensuring the development and implementation of administrative policies/practices within the agency. Tennessee means that employees are hired at the will of the agency and may be terminated by the organization at any term, for any reason, and with or without notice. Involvement of Head Start employees, who charge 51% or more of time to terminate grant, shall require the Head Start Termination Policy.

Agency employees share a comparable responsibility for compliance with personnel policies. Employees will benefit the agency, and to maintain them at a level appropriate to their agency.

Agency policy and decision making are the responsibility of the Chief Executive Officer (Program Administrator). Chief Executive Officer "chain of command" from their immediate supervisor, Program Director, to the Program Administrator (Chief Executive Officer) in this order. Staff will be encouraged to encourage personal relationships with Council members, Executive Committee Members, Advisory Committee or Head Start Policy Council members, or any other officials to encourage personal relationships in order to influence agency or program decisions that favor the staff member's position.