

The executive director is responsible for recommending, rules and regulations necessary to carry out board policy and to operate the service center. These rules and regulations shall constitute the administrative handbooks governing the service center and shall be considered for approval, modification or disapproval by the board. No administrative rule shall conflict with board policy.

The executive director shall review all proposed rules before they are submitted to the board. The administrative staff shall review all administrative rules recommended by the executive director before being submitted to the board for their consideration.

Staff Involvement

The executive director may include representatives of those employees who will be affected at the planning stage.

Community Involvement

The executive director may involve service center patrons on committees or study groups whenever necessary and appropriate.

Student Involvement

The executive director may consider students' opinions concerning rules which affect them.

Rules Drafting

All proposed rules may be submitted to the legal counsel to determine their legality before they are submitted to the board.

Disseminating Rules

All employees who play a role in enforcing the rules or who will be affected by any rule changes shall be given copies of the pertinent rules and any revisions.

Reviewing Rules

Administrative rules adopted by the board shall be subject to regular review by the administrative staff. Proposed changes shall be submitted to the board.

Action Allowed When No Policy Exists

In an emergency when action must be taken, the executive director shall have authority to act. Any decision shall be subject to board review at the next meeting. The executive director should recommend any policy needs the incident may have created.

Approved: SCKESC Board of Directors 10/01/2008