

## **Union Community School District Communication Flowchart**

The Union Community School District recognizes that situations may arise where parents, community members, or co-workers have concerns that need to be addressed. We strongly believe that all concerns are best dealt with using open communication and should be discussed by first talking with the involved employee directly. This guide outlines the proper chain of communication for addressing concerns.

If after speaking with the involved employee the issue has not been resolved, the individual may bring the concern to the employee's immediate supervisor. Depending on the severity of the situation, the chain of communication may continue from immediate supervisor to superintendent and then to the board of education.

It should be noted if the concern involves the ethical behavior of the employee or if the safety of an individual is compromised, the concern can be initially directed to the employee's immediate supervisor.

