



File CB

### **ORGANIZATION CHART**

The administrative authority in the Portage la Prairie School Division is vested in the Board of Trustees by the *Public Schools Act* and by the electoral process. The Board delegates authority to the Senior Administration, who further delegates to others, as shown in the Organizational Chart (CB-E1).

It shows the area of responsibility and the lines of authority between the various departments and persons working within the Portage la Prairie School Division. These lines of authority are intended to show the person to whom each employee is accountable, while at the same time encouraging cooperation and harmony between employees and departments. Any problem or grievance is to be referred to the person immediately responsible for an area before communicating with a higher authority.

The Organization Chart delineates the lines of authority. It reflects two types of authority, as follows:

#### **a) Direct Line Authority**

Direct Line Authority is designated in the Organization Chart by solid lines leading from the Board of Trustees to the Senior Administration, to the Principals and other administrators, and so on. It clearly indicates who is the direct supervisor of each employee in the system.

#### **b) Functional Authority**

Functional Authority is designated by broken lines on the Organizational Chart. It does not interfere with Direct Line Authority, but in fact complements it. It represents a degree of authority resulting from the work done with others in the system, in a particular area, as a function of the position held.

The Organization Chart by Personnel shows the persons occupying positions on same (CB-E2).