

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: JOINT OPERATING  
COMMITTEE PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: June 19, 2003

REVISED: March 16, 2006, April 18, 2024

007. DISTRIBUTION	
1. Authority	<p>The Joint Operating Committee desires to make the manual of policies and procedures a useful guide for all members of the Joint Operating Committee, the administration of the school, all personnel employed by the Joint Operating Committee, the students of the school, and all members of the community.</p> <p>The Joint Operating Committee Policy Manual shall be published and maintained on the school's publicly accessible website at <a href="http://www.carboncti.org">www.carboncti.org</a>.</p> <p>The manual of policies shall be considered a public record and shall be maintained in the school's administration office.</p>
2. Delegation of Responsibility	<p>The Administrative Director shall maintain an orderly plan for the promulgation of policies to employees who are affected by them and shall provide easy accessibility to an up-to-date collection of policies for all employees of the school.</p> <p>The Administrative Director shall review existing policy monthly in light of Joint Operating Committee actions and revisions to state statutes and procedures and shall recommend to the Joint Operating Committee such changes as may be desired to maintain the Joint Operating Committee's policy manual in a current status.</p>