

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: GIFTS

ADOPTED: December 16, 2004

REVISED: May 15, 2025

	322. GIFTS
1. Purpose	The Joint Operating Committee considers the acceptance of gifts by administrative staff members an undesirable practice.
2. Authority	It is the policy of the Joint Operating Committee that staff members not accept gifts of significant value, as determined by the immediate supervisor.
3. Delegation of Responsibility	The Administrative Director may approve acts of generosity to individual administrative staff members in unusual situations, but shall report such instances to the Joint Operating Committee on a timely basis.