

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: GIFTS

ADOPTED: October 20, 2011

REVISED:

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.
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.