

# A. W. BEATTIE CAREER CENTER

SECTION: JOINT COMMITTEE  
PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: March 25, 1999

REVISED: January 24, 2013

APPROVED: February 28, 2013

## 007. DISTRIBUTION

The Joint Operating Committee desires to make this Policy Manual a useful guide for all members of the Joint Operating Committee, the administration of this school, personnel, students, and all members of the community.

Therefore, copies of this manual shall be maintained electronically on the Career Center's web-site. The Executive Director will be responsible for maintaining a printed master copy in the Executive Director's office.

The Policy Manual shall be considered a public record and shall be available for inspection during regular office hours.

The Executive Director shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date manual of policies for all employees of the Career Center.

The Executive Director is designated to review existing policy in light of Joint Operating Committee actions and revisions to State statutes and regulations, and to recommend to the Joint Operating Committee such changes as may be necessary to maintain the Policy Manual in current status.

The Policy Manual is the property of the Joint Operating Committee; therefore, all printed manuals shall be returned to the Joint Operating committee Secretary upon termination of employment or term of office.

65 P.S.  
271 et seq