

Administrative Procedure 553

PERSONAL USE OF DIVISION EQUIPMENT, SUPPLIES AND FACILITIES

Background

Equipment, supplies and facilities owned by the Division have been purchased with public funds, on a tax-exempt basis. As a result, the Division has a responsibility to ensure they are used for the purpose for which they were intended.

Equipment, supplies and facilities are to be used for educational purposes only.

Procedures

1. Use of equipment, supplies and facilities by employees is not permitted unless this use directly supports the employee's job-related functions.
2. Employees wishing to use school/department equipment for the preparation of lessons, materials, etc. are permitted to take such equipment home provided:
 - 2.1 The Principal approves the out-of-school/department use;
 - 2.2 A record is maintained of equipment that is signed-out;
 - 2.3 The equipment is returned promptly to the school to ensure its availability for use during the instructional day; and
 - 2.4 The person using the equipment is held liable for costs of repair or replacement required as a result of personal use.
3. Employees are not permitted to use Division facility areas (CTS Labs, Automotive Labs, Welding Labs etc.) or specialty tools and equipment for personal projects such as; oil changes, repairs to personal vehicles or building personal projects (e.g.: garden sheds, planters, etc.).
4. Division facilities will not be used for storage of items unrelated to the Division or school/department operations.

Reference: Section 51, 52, 68, 197, 222 Education Act