

ADMINISTRATIVE PROCEDURE NO. 520

USE OF DIVISION EQUIPMENT BY STAFF

Background

The use of specified equipment by staff of Division property will be permitted in accordance with these procedures.

Procedures

1. The principal or Division-level supervisor may authorize the use by an employee of Division equipment at home or elsewhere.
2. The employee shall be entirely responsible for any Division-owned equipment while it is in his/her possession.
3. The employee shall ensure that his/her own insurance policy covers the loss or damage to “third party” property in his/her possession.
4. Authorization for the use of equipment as described above shall be in writing by completing “Equipment Sign-Out” Form 5.

Reference:

Sections: 52,53,54,68,197,222 of the Education Act