

Business and Noninstructional Operations

Equipment

1. Use of District Supplies and Equipment

Supplies and equipment are not to be made available for personal use of employees or other persons and may not be removed from their assigned building or location without proper authorization. Unauthorized use of supplies and equipment is prohibited.

At no time may supplies or equipment be used for other than District purposes.

Board of Education approval of consortium or joint agency use of District equipment may be granted.

2. Use of Equipment and Supplies Away from Work Site

Use of District equipment at other than its assigned location may be permitted when the equipment is being used for work directly related to school purposes.

Employees making use of school equipment away from District premises must receive written approval from the school Principal or the Department Director.

When any equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

Unlabeled equipment may not be removed from its regular District location.

Violation of these procedures will be grounds for disciplinary action.

These rules are provided as a protection for the employee, as well as the District.

3. Transfer of Equipment to a New Site

Employees transferred to another school shall take with them only those personal items that have been purchased with their own funds. Items paid for by the district, school-connected organizations or grants shall remain at the initial location unless the principals of both schools make special arrangements that serve the best interests of the districtwide instructional program.

Equipment and materials unique to a special program being moved to another site may be moved to the new location upon the approval of both principals.

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4. Equipment Acquired by Federal Funds

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. When no longer needed for the original program, the equipment may be used in other activities currently or previously supported by a federal agency. (34 CFR 80.32)

All equipment purchased with Consolidated Application funds shall be labeled with the name of the project, identification number and name of the district. (5 CCR 3946)

5. Reimbursement for Stolen Tools

It is the practice of the District to require classified employees in the skilled trades classification to provide their own personal small tools for the performance of that trade. When the District is responsible for the security of a building or District vehicle from which such tools are stolen, reimbursement may be made under the following conditions:

- a. A proven break-in into facilities or vehicles during non-working hours.
- b. A police report must be filed concerning the break-in and theft.
- c. The employee must have previously submitted a complete list of personal tools used for District business prior to actual break-in. The purchase value of the tools must be shown, and the list filed in the Facility and Support Operations office, and approved by the Director or Assistant Director.
- d. The employee is responsible for updating the list of personal tools used in the performance of his/her duties.
- e. Claims will not be considered for less than \$50.00 of stolen personal tools.
- f. Claims will not be considered for reimbursement until 30 days after a break-in occurs.

Policy Adopted: 02/01/1977

Policy Amended: 07/19/1994; 02/04/2003; 11/03/2010; 02/16/2016

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