



3004

Employee Use of District Property

Policy 3004

Original Adoption: 01/14/2014

Effective Date: 01/15/2014

Revision Dates:

Review Dates:

I. PURPOSE

As custodians of the public trust, the District is responsible for the appropriate use of all equipment and material acquired for the District. Employees have access due to their employment to such equipment and material. The purpose of this policy is to establish when employees may use equipment or material owned by the district.

II. GENERAL STATEMENT OF POLICY

- A. Employees may have specific equipment or material assigned for their use by their supervisor, or supervisor's designee.
- B. Employees are responsible for the care, appropriate use and security of equipment and material provided for the performance of his or her duties.
 1. Employees shall use equipment and material assigned to them for the purposes for which the equipment or material has been assigned.
 2. Employees shall only use equipment and material assigned to them, or generally available to all employees, for appropriate uses to discharge their duties.
 3. Employees shall take reasonable and prudent steps to secure equipment or materials assigned to them in the course of their employment.
 4. Employees shall surrender all equipment and material assigned to them as required by their supervisor.
- C. Borrowing district equipment or material for personal uses is not allowed.
- D. Removal of district equipment from its usual location is permitted if the removal is for the purposes of executing the employee's duties.
- E. Equipment and material assigned to school-year employees may be checked out and removed from their usual location for the summer months, if requested in writing by the employee and required for the proper execution of the employee's duties for the District. Any equipment checked out or removed from a school or department under this section must be approved in advance by the employee's supervisor.
- F. Employees may apply to use district premises, equipment or material for personal purposes through the permit process that is available to all persons on the same basis as any applicant.

III. RESPONSIBILITY

- A. The Superintendent is authorized to promulgate regulations for the implementation of this policy.



- B. Employees who lose or damage district equipment or materials due to their gross neglect may be required to pay the replacement cost of the equipment or materials lost or damaged. Normal wear and tear of use shall not be considered damage to district equipment.
- C. Employees who damage district equipment or materials by intentional acts shall be required to pay the replacement cost of the equipment or material.
- D. Principals, Site Administrators and Department Heads are responsible for the supervision of the equipment and material assigned to their location, and to their employees. Principals, Site Administrators and Department Heads are required to properly account for all equipment and material assigned to their location or to their employees. Reports of loss or damage shall be made by the principal, site administrator or department head to their supervisor and to the appropriate district department in charge of distribution of the lost or damaged equipment or material.

Cross References:

MPS Policy 3179 (Equipment Replacement)

MPS Policy 3265 (Obsolete and Excess Materials, Equipment and Supplies)

MPS Policy 3440 (Inventories)

MPS Policy 3445 (Property and Equipment)