

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: Section 20, 60, 61, 113, 116, School Act