



Rolling River School Division

ADMINISTRATIVE PROCEDURE

ECAA – EMPLOYEE PERSONAL USE OF DIVISION SHOP FACILITIES

As some tools used in the Division Garage, Maintenance, Power Mechanics, and Industrial Arts Shop are the personal property of the Division employees assigned to work in these areas and as these employees are trained and qualified to work in these shops, the Board approves the use of these shops for personal reasons by these employees subject to the regulations governing the use of the shop.

All other employees are prohibited from personal use of the Division, Garage Maintenance, Power Mechanics, and Industrial Arts shops.

Exceptions to this policy may be made in emergency or extenuating situations if authorized by a member of the Senior Administration.

Personal use of Division Shop Facilities by employees assigned to those shops is subject to the following:

- The shop area may be used occasionally, but not on a regular basis, outside of normal working hours and subject to the availability of the shop.
- On each occasion, prior to using the shop, the qualified employee will obtain approval from the Facility Supervisor to use the shop at a specific date and time.
- The employee will obtain appropriate insurance coverage for the personal use of the facility and equipment.
- The employee assumes all risks and saves the Division harmless from all claims and liability when he/she uses the shop area for personal reasons.
- No commercial or for-profit work is to be performed by employee in the shop.
- The employee will not use Division owned supplies for personal use
- Only those shop areas and equipment with which the employee is trained, qualified and normally works may be used.

Date Adopted: December 14, 1985

Date Revised: June 15, 2006

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Date Reaffirmed: January 17, 2018

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