

Book	Policy Manual
Section	700 Property
Title	Use of Facilities by Staff
Code	710
Status	Second Reading
Last Reviewed	January 25, 2021

Authority

The Joint Operating Committee establishes that school **equipment and** facilities may not be used by **school** staff for personal reasons, **either on or off school property**, without explicit authorization or administrative permission.

-IMPORTANT NOTE: There is language preceded by brackets in the Authority section which should be revised to reflect the CTC's practices. The original JOC policy stated employees could use school property and equipment once approved. However, this policy was last reviewed in 1996 and may no longer reflect CTC practice. Please determine which option(s) are in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option(s).**

{ X } **Personal use of** school equipment by **an** employee **shall not be used for** work which will result in **a monetary** profit to the employee.

Guidelines

School facilities and equipment **are available for staff use only if:**

1. **Such use is in accordance with applicable collective bargaining agreements;**
2. **Such use is clearly within the authorization granted in Joint Operating Committee policy;**
3. **Prior approval has been granted by resolution of the Joint Operating Committee, such as a school-assigned vehicle; or**
4. **Temporary** approval **has been granted** by the **building administrator**.

Legal	24 P.S. 1850.1
	Pol. 707
	Pol. 708