

General Personnel

Use of District Buildings

Employees may have the use of all facilities related to their specific job assignment during regular working hours. Employees may have access to all facilities after regular working hours, but must have the approval of their direct supervisor or the Campus Principal. Any use not related to specific job assignments and duties must be approved by the Campus Principal.

Professional or certified staff may have the use of District facilities for private gain at no personal cost if related to specific job assignment and resident District students are involved, providing there is no additional District expense related to personnel, custodial, heating or air conditioning. Any such use must be approved by the Campus Principal in advance. If additional expenses related to personnel, custodial, heating or air conditioning are necessary, the employee will be charged according to rental fees established by the Board of Education as provided for in Policy 8.20.

CROSS REF.: 8.20

Adopted: November 19, 1996