

MUNICIPAL DISTRICT OF BIG LAKES

TITLE:	Staff Use of Employer's Facilities/Equipment/Supplies
APPROVED BY COUNCIL:	July 5th, 1995
EFFECTIVE DATE:	July 5th, 1995
REVISED:	April 13th, 2005
POLICY NO.	Admin-11
LEGAL AUTHORITY:	

POLICY STATEMENT

The Municipal District recognizes that its facilities, equipment and supplies have the potential to be used for purposes other than carrying out M.D. business. This policy provides the guidelines as to the appropriate use of these items.

POLICY

Staff Use of Facilities:

- There shall generally be no personal use of M.D. facilities.
- Exceptions *may* be granted by the C.A.O. for the following situations:
 - An emergency situation in which the M.D. facility may serve as safe shelter, or where staff may be confined to the facility for extended periods of time.
 - A group function, selective or total, which is approved by the C.A.O. or Council for the purposes of employee morale or team building.
 - To house a celebration of a recognition for a "job well done" (e.g. improvement in Safety Audit score).

Staff Use of Equipment

- Where access to equipment is granted to the general public, employees shall have the same degree of access.
- Where the equipment in question is not made available to the general public, employee access shall be granted based upon the policies of the Municipal District. Equipment included in this category includes, but is not limited to:
 - Computers—As per *Internet and Email Usage Policy* (Admin-20)
 - Vehicles—As per *Vehicle Usage Policy* (Admin-08).
- Where no policy governing employee personal usage of M.D. equipment exists, it shall be presumed that no personal usage is permitted.

Staff Use of Supplies:

- **Limited** personal use of staff supplies is permissible.
- It is the responsibility of Department Heads to monitor the consumption of supplies and to determine if access to supplies is being abused. Any suspected abuse shall be reported to the C.A.O.

Penalty for Violating this Policy:

- Any employee found to be in violation of this policy is subject to disciplinary action as determined by the Department Head to which the employee reports or the C.A.O.
- Disciplinary action may include termination in severe cases.


Reeve


Chief Administrative Officer