

CHESTER COUNTY
 INTERMEDIATE
 UNIT 24

SECTION: PROPERTY
 TITLE: USE OF FACILITIES BY STAFF
 ADOPTED: APRIL 27, 2011
 REVISED: APRIL 20, 2016

<p>1. Authority</p> <p>2. Guidelines</p> <p>Pol. 319, 319.1</p>	<p style="text-align: center;">710. USE OF FACILITIES BY STAFF</p> <p>The Board establishes that Intermediate Unit equipment and facilities may not be used by staff for personal reasons, either on or off Intermediate Unit property, without prior authorization or administrative permission.</p> <p>Intermediate Unit facilities and equipment shall be available for staff use only if in accordance with provisions of an applicable collective bargaining agreement or if such use is clearly within the authorization granted in Board policy.</p> <p><u>Use of Facilities for Private Practice</u></p> <p>Staff members shall be permitted to use Intermediate Unit facilities for private practice provided the following conditions are met:</p> <ol style="list-style-type: none"> 1. The activity is beyond the normal workday or on unscheduled time. 2. The activity is compatible with the human service mission of the Intermediate Unit and in accordance with applicable Board policies relating to outside activities and conflicts of interest. 3. Normal rentals and fees are paid to the Intermediate Unit by the staff member for use of facilities or equipment except where the use is de minimis and is approved as such by the Executive Director. <p><u>Use of Technology at Home</u></p> <p>The Board, in order to promote better communications and efficiency, encourages the use of Intermediate Unit owned or leased technology by staff in the homes of those staff members whose use has been preapproved.</p> <p>Personal use of Intermediate Unit technology while in the home shall be permitted. However, under certain conditions, the staff member shall be required to pay for such personal use if it is more than de minimis.</p>
---	--

710. USE OF FACILITIES BY STAFF - Pg. 2

<p>3. Delegation of Responsibility</p>	<p>Staff members shall be permitted to purchase from the Intermediate Unit the computer or other electronic equipment assigned them when the equipment has become obsolete (does not run current software, is too expensive to maintain, operates on an operating system no longer in use, etc.) at the then current market value.</p> <p>The Executive Director or designee shall develop procedures to implement these guidelines.</p> <p>References:</p> <p>Board Policy – 319, 319.1, 707, 708</p>
--	--