

SUBJECT: EMPLOYEE USE OF BOCES PROPERTY

No employee may use BOCES facilities, equipment, tools, supplies, materials or any other property for the purpose of servicing, repairing, producing, creating or otherwise working on any employee owned personal property of any kind outside of regular school hours.

The District Superintendent (or designee) shall maintain documentation regarding all services provided by any BOCES class or program for any other person(s) or organization. Such information shall include the name of the teacher and course, the name of the person or organization for whom the work was done, the date(s) when the work was performed and the nature of the work performed.

Adopted: January 9, 2002