

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Use of College Property by Employees	<i>Number:</i> T 607	<i>Page(s):</i> 2
	<i>Date:</i> October 2009	

PURPOSE

The Board of Trustees policy states that College property is acquired and maintained to support the missions and operations of the College. Therefore, it is intended that such property shall be devoted to the pursuit of such support activities to the maximum extent possible. To the extent that College property is available for additional uses without impairing or interfering with College needs and without exposing the College to unreasonable liability, the College may permit employees to use such property.


STATEMENT OF POLICY

1. Bona fide employees of Vermont Technical College may use College property if it does not impair or interfere with College needs. The President, or his/her designee, the Dean of Administration, is authorized to approve the use of College property by employees.
2. The use of College property for non-college activities will be loaned to employees in accordance with the following conditions:
 - a. The use of property for non-college activities is in compliance with the terms of negotiated agreements with authorized employee bargaining representatives.
 - b. Use of College property by employees for non-college activities must not interfere with the normal activities and operations of the College.
 - c. The use of College property for non-college activities on or off campus will be for the personal use of the employee and the property cannot be used for profit making purposes.
 - d. Employees who use College property for non-college activities will reimburse the College for losses and/or damages to the property and for operating expenses, where applicable, except as these may be specifically waived by the College.
 - e. Property used for non-college activities will not remain off campus for more than seven days unless an extension is granted by the President or the Dean of Administration.
 - f. All property used for non-college activities that is taken off campus will be receipted/signed for. The original of the receipt will be maintained by the

President or his/her designee; one copy will be maintained by the employee; and one copy will be maintained by the Public Safety Department.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) August 1986
 - b) October 2005
 - c) October 2009

Signed By:  Patricia Moulton President
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