

## **Policy Information**

### **Series 2000 - Community Relations**

#### **Employee Use of BOCES Property**

Policy # 2260, 2.6

## **POLICY**

1995                      2260

Community Relations

### **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 personal property of any kind at any time, except upon the express approval of the immediate supervisor.

Also, 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 personal property of any kind at any time for any other person whatsoever except and solely when such work involves pupils and is part of the pupil's regular instructional program.

Further, the Building Principals shall retain monthly information regarding all services provided by any BOCES class 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.

Board Approved

2/2/94

7/18/95

Adoption Date: 2/2/1994, Revised: 7/18/1995  
2000 - Community Relations

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