



PROCEDURES

Policy Name	Use of Saskatchewan Polytechnic Equipment and resources		
Policy #	303	Category	Finance
Policy Sponsor	Associate Vice-President, Financial Services	Previous Revision Date	October 5, 2018
Policy Approved by	President & CEO	Revision Date	January 15, 2024
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	January 2029

See the related [POLICY](#).

DEFINITIONS

Equipment and resources: any or all the sources drawn on by Saskatchewan Polytechnic for a particular activity or purpose such as personnel, capital, machinery, or stock. Examples include but are not limited to: shop tools, supplies and equipment, gas, oil, lumber, nails, welding rods and welders, concrete, hair colour, food, automotive parts and related shop equipment, bandages, syringes, recreation equipment, paint, air compressors, bull-floats, and trowels, plumbing supplies including Freon, blood pressure monitors, health care equipment, surveying equipment, etc.

PROCEDURES

General

All users of Saskatchewan Polytechnic (Sask Polytech) equipment and resources shall:

1. Exercise due care and diligence to ensure that equipment and resources are not damaged or lost, and that no copyrights are infringed.
2. Report any malfunction or defect.
3. Be qualified to use such equipment and resources (e.g., have received the relevant training or demonstrated competency in their use).
4. Comply with all safety rules, procedures, and legislation.
5. Loss of or damage to Sask Polytech equipment and resources during travel must be reported to both the procurement office at the campus and the immediate out-of-scope supervisor with proper documentation completed and authorized.

Approvals and Forms

1. All off-campus use of equipment must be documented on a Sask Polytech Business Related Off-Hours and Off-Campus Use of Equipment Agreement form. The form can be found within the Financial Services/Supply Chain Services Share Point site. The form must be authorized by a Senior Leadership Assembly member.

Emergency Situations and/or Campus Closures

In emergency and/or campus closure situations, employees are not to remove any equipment and resources without the written prior approval authorized by a member of the Senior Leadership Assembly (SLA) level or higher.

Off-hours and Off-campus Use of Equipment and Resources

1. This section does not apply to normal program activities that use equipment and resources off campus. Normal program activities include, but are not limited to, the use of Sask Polytech equipment and resources when representing Sask Polytech at tradeshow, camps, and student recruitment activities.
2. In addition to normal program activities, in some instances, equipment and resources may be used at an off-campus location when there is a Sask Polytech business reason to do so. The relocation of equipment does not exempt the user from any of Sask Polytech requirements regarding the equipment and resources and the following additional terms and conditions apply:
 - a) The employee's out-of-scope supervisor must recommend if an employee may remove equipment and resources from Sask Polytech premises.
 - b) Off-hour and off-campus use of Sask Polytech property for Sask Polytech business will require written approval and authorization at the senior management level.
 - c) Exceptions are Sask Polytech issued mobile communication devices (MCDs) as outlined in the Mobile Communication Device Usage policy #807.
 - d) The employee must certify the use of the equipment and resources has no personal and private use, and that the use will be in the interests of Sask Polytech, and aid in the fulfillment of Sask Polytech's objectives.
 - e) The employee shall not loan the equipment or resources to any other person for any reason.
 - f) The employee shall return the equipment and resources in the same condition as it was prior to the time of taking it off-hours and off-campus and must complete the form as indicated above.

Vehicle Use

1. Refer to policy # 415 Vehicle Usage for Saskatchewan Polytechnic Business. Sask Polytech vehicles cannot be used for commuting or other personal use except as authorized by an employee's immediate out-of-scope supervisor for a specific related business purpose.
2. Sask Polytech owned or leased vehicles are to be kept on Sask Polytech premises when not in use unless the authorized Sask Polytech business purpose requires the vehicle to be kept off campus.

Use of Equipment and Resources by Non-Saskatchewan Polytechnic Employees

1. The intended use of Sask Polytech equipment and resources by non-Sask Polytech employees must:

- a) be in the best interest of Sask Polytech;
 - b) aid in the fulfillment of Sask Polytech's objectives; and
 - c) not interfere with the normal required use of Sask Polytech's property.
2. Approval for use must be by a member of the senior leadership assembly level or higher; and
3. The non-Sask Polytech employee shall return the equipment and resources in the same condition it was prior to the time of taking it off-hours and off-campus.