

Policy Name	<b>Use of Saskatchewan Polytechnic Equipment and Resources</b>		
Policy #	<b>303</b>	Category	<b>Finance</b>
Policy Sponsor	<b>Associate Vice-President, Financial Services</b>	Previous Revision Date	<b>February 4, 2013</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>October 5, 2018</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administrative Services</b>	Review Date	<b>See Policy Review Date or As Required</b>

See the related [POLICY](#).

### DEFINITIONS

**Equipment and Resources:** any or all of the sources drawn on by Saskatchewan Polytechnic for a particular activity or purpose such as personnel, capital, machinery, or stock. Examples include 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 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 and procedures, guidelines and legislation;
5. Loss of or damage to Saskatchewan Polytechnic 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 Saskatchewan Polytechnic Business Related Off-Hours and Off-Campus Use of Equipment Agreement form, found within the Financial

Services/Procurement collaborate site. The form must be authorized at a Saskatchewan Polytechnic senior management level.

2. Use of Saskatchewan Polytechnic Equipment and Resources Business Related Off-Hours and Off-Campus Use of Equipment Agreement are available on mySaskPolytech.

### **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 management assembly (SMA) 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 Saskatchewan Polytechnic equipment and resources when representing Saskatchewan Polytechnic 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 Saskatchewan Polytechnic business reason to do so. The relocation of equipment does not exempt the user from any of Saskatchewan Polytechnic 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 Saskatchewan Polytechnic premises;
  - b) Off-hours and off-campus use of Saskatchewan Polytechnic property for Saskatchewan Polytechnic business will require written approval and authorization at the senior management level;
  - c) Exceptions are Saskatchewan Polytechnic 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 Saskatchewan Polytechnic, and aid in the fulfillment of Saskatchewan Polytechnic'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**

Saskatchewan Polytechnic maintains a fleet of vehicles for use on official Saskatchewan Polytechnic business:

1. Saskatchewan Polytechnic owned or leased vehicles are to be used only in the performance of authorized Saskatchewan Polytechnic business;

2. Saskatchewan Polytechnic 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;
3. Saskatchewan Polytechnic owned or leased vehicles are to be kept on Saskatchewan Polytechnic premises when not in use unless the authorized Saskatchewan Polytechnic business purpose requires the vehicle to be kept off campus;

### **Use of Equipment and Resources by Non-Saskatchewan Polytechnic Employees**

1. Examples of non-Saskatchewan Polytechnic employees using Equipment and Resources include the Saskatchewan Polytechnic Students' Association, security commissionaires, University of Regina.
2. The intended use of Saskatchewan Polytechnic equipment and resources by non-Saskatchewan Polytechnic employees must:
  - a) be in the best interest of Saskatchewan Polytechnic;
  - b) aid in the fulfillment of Saskatchewan Polytechnic's objectives; and
  - c) not interfere with the normal required use of Saskatchewan Polytechnic's property.
3. Approval for use must be by a member of the senior management assembly level or higher; and
4. The non-Saskatchewan Polytechnic 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.