

Policy 610 - Employee Use of Facilities and Equipment

The use of college facilities or equipment by district employees for district-related work shall normally occur during approved operational hours. Any college facility or equipment used outside the normal operational hours for college-related work must be approved by an appropriate administrator. Such use shall comply with the state ethics law, Chapter 42.52. RCW, and college policies and procedures.

Use of facilities and equipment outside the employee's normal work area may be permitted with the approval of the appropriate administrator provided that such employee has demonstrated satisfactory familiarity with the operation and safety feature of the equipment and further that such use is in accordance with the above referenced laws, and college policies and procedures.

Historic Information

- Approved: March 16, 2022
- Campus Review: February 22-March 8, 2022
- Reviewed by UMCC: February 15, 2022
- Reviewed by Governance Council: February 2, 2022
- Reviewed by the Executive Leadership Team: January 26, 2022
- Reviewed by Executive Leadership Team: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team: November 2008
- Replaces policy 801-801.5 approved: September 1993

Resource/Reference/ Procedure	Title	Unit Responsibility
Facilities Use Procedures	TBD	VP of Administration/ Facilities Rental Coordinator
Procedure 701.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/Procedure701.1a.AcceptableUse.071119.pdf)	Information Systems and Services Employee Use Policy	VP of Administration/ Director of Information Services
LCC Code of Ethics (http://internal.lowercolumbia.edu		

Resource/Reference/ Procedure	Title	Unit Responsibility
du/departments/human-resources/_assets/documents/CodeofEthics.pdf)		