

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 the Governance Council: February 2, 2022
- Reviewed by the Executive Leadership Team: January 26, 2022
- Reviewed by the 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
- Approved: September, 1993
- Replaces Policy 801-801.5

Resources

Resource/Reference/Procedure	Unit Responsibility
Procedure 606.1A Facilities Use Procedures (TBD)	VP of Administration/Facilities Rental Coordinator
Procedure 701.1A Employee Acceptable Use: Information Systems and Services (lowercolumbia.edu/publications/administrative-policies/_assets/documents/701.1A.pdf)	VP of Administration/ Director of Information Services

Resource/Reference/Procedure	Unit Responsibility
LCC Code of Ethics (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/CodeofEthics.pdf)	Human Resources