

	MUNICIPAL FACILITIES USE POLICY	
	Policy Number: A-004	
	Section: Administration	Resolution No.: 3-3-16
	Amended by:	Effective Date: 2016 02 09

Policy Statement:

It is the policy of Council to allow employees the conditional use of municipal facilities.

Policy Background:

Council has allowed employees the use of municipal facilities on the employee's own time for personal purposes. This practice has been considered by Council to be an employee benefit.

Policy Goal:

It is the goal of this policy to establish terms and conditions for the use of Village facilities for the personal benefit of employees.

Policy Objectives:

- To permit Village employees the use of municipal facilities and equipment for the personal purposes.
- To include an employee's spouse and children under the age of 17 years in the definition of "personal" for the purpose of this policy.
- To authorize member of the employee's immediate family to be present with the employee exercising a privilege under this policy.
- To recognize the use of municipal facilities for personal use as an employment benefit.
- To limit the application of this policy to facilities and equipment related directly to an employee's regular work place and duties.
- For the purpose of this policy, to prohibit the removal of Village equipment from Village facilities.
- To ensure that no workspace is impaired in any way by personal use authorized pursuant to this policy.
- The use of facilities and equipment for personal benefit authorized pursuant to this policy does not include materials or supplies.
- The use of facilities and equipment for commercial or quasi-commercial purposes is prohibited.

Initially approved at meeting #10-04 on April 27, 2004.

Last reviewed and revised at meeting #42-05 on December 13, 2005.

Renumbered on July 22, 2015 (Former Policy #2510)

Renumbered on February 9th, 2016 (Former Policy #CA-004 RES #R4-722-15)