

PERSONAL USE OF COUNTY FACILITIES BY EMPLOYEES POLICY

Subject: Personal Use of County Facilities Ref: Bldgs/Equip Code: 17

Date Approved: June 14, 2022 Motion No: 255/14/06/22 Replaces: 275/28/06/11

The County of Northern Lights
shall endeavor to reduce risk, while providing and maintaining
an effective and efficient workplace for its employees from
which to conduct business.

The County of Northern Lights
proposes to do this by controlling personal use
of County facilities by employees.

Signed: 
Chief Elected Official

Signed: 
Chief Administrative Officer

PROCEDURE:

1. There shall be no personal use of County facilities by employees.
2. In extenuating or unusual circumstances, a member of the Executive Team may authorize personal use of County facilities.
3. Where such personal use has been requested, the authorization to utilize the facility shall be provided to the employee in writing (email is acceptable).