



Manual of Policy and Procedures

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POLICY

College equipment is acquired and maintained to support the missions and operations of the college. Use of college equipment by employees for non-college purposes is prohibited. On an exceptional and limited basis, the President or the President’s Designee may allow an employee to use college equipment for non-college use with prior written approval.

In the event that an employee receives such approval, the Hold Harmless Agreement designated for that purpose must first be executed.

Signed by: Sophie Zdatny,
Chancellor

Date	Version	Revision	Approved By
12/07/06	1.0	Adopted	VSCS Board of Trustees
03/19/22	2.0	Updated to use gender-neutral language and to detach Hold Harmless Agreement	VSCS Board of Trustees