

## **Administrative Procedure 455**

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### **PERSONNEL – TOOLS AND EQUIPMENT**

#### **Background**

As per Terms and Conditions, the Division shall supply all power and specialized tools required by maintenance and technology personnel and maintain tool cribs at the Beauval Sub Office and Division Office. Employees shall supply personal hand tools.

#### **Procedures**

1. All power tools and crib tools shall be signed out and become the responsibility of the person who signs the tool(s) out.
2. The Division reserves the right to deduct from his/her salary cheque the cost of any missing tools.
3. As per Terms and Conditions, employees will be granted an annual tool replacement fee to cover worn out, broken tools.
4. Any major equipment purchase which has a unit cost in excess of five thousand dollars (\$5000.00) shall have prior authorization from the Director prior to purchase

Reference: Sections 85, 87, 108, 109, 110 Education Act