

## *Christ the Teacher Catholic Schools*

# ADMINISTRATIVE PROCEDURES

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|-------------------|-----------------------------------------|--------------|--------|
| <b>SECTION:</b>   | 500 – BUSINESS PROCEDURES               | <b>CODE:</b> | AP 508 |
| <b>PROCEDURE:</b> | <b>WINTER USE OF ELECTRICAL OUTLETS</b> |              |        |

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### **BACKGROUND**

The Division recognizes the need for staff to use electrical outlets for their vehicles while at their place of work during the winter months.

### **PROCEDURES**

1. The Principal is responsible for authorizing the use of electrical outlets to staff.
2. The rental rate shall be established annually by the Division on an approximate cost recovery basis.
3. Outlets are to be used for engine block heaters only and interior car warmers and battery warmers must not be used.
4. Division staff are expected to model responsible stewardship of the environment with respect to energy saving and therefore, staff using electrical outlets are only to do so when temperatures warrant.

Reference: Sections 87, 108, 109, 110, 116, 175, 231 Education Act

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