

ADMINISTRATIVE PROCEDURE – ADMIN – PERSONAL APPLIANCES

Updated 11/29/23

Employee appliances

As a general rule, employees are provided sufficient access to typical appliances necessary for delivering the curriculum and for short term temporary personal use such as storing & heating personal meals. Refrigerators, microwaves, and a dishwasher are available in the staff break room. Due to centralized access to these appliances, other personal appliances are prohibited in offices, classrooms, storage rooms, breakout spaces, and other common areas. Hotpots, teakettles, toasters, etc. may be used in the staff break room only and users are responsible for their care.

The District makes the following exception, along with specific conditions.

Compact refrigerators

An employee may have a compact fridge in her/his classroom or office under the following conditions:

- 1) The space must have an adequate power supply.
- 2) The principal or superintendent must approve of the proposed location in the room in collaboration with maintenance staff as necessary. Powering appliances using power strips and/or extension cords is prohibited.
- 3) The compact fridge must be EnergyStar® rated and clearly marked as such by the manufacturer. Additionally, the compact fridge must have been manufactured on or after September 15, 2014 (when more strict EnergyStar® regulations went into effect).
- 4) The compact fridge has a capacity no greater than 4.5 cubic feet.
- 5) The employee must pay the district a 'refrigerator convenience fee,' which will be determined annually by the business office. Such payment is due to the business office by September 30 each school year and allows the appliance to be used from August 15 through June 15 of that school year. Year-round employees will pay an additional fee to be determined by the business office. Payments will be accepted in lump sum via cash or check. Employees seeking partial-year refrigerator use may negotiate with the business office.
- 6) The employee is solely responsible for all maintenance, cleaning, defrosting, sanitizing, etc. Failure to maintain the appliance will result in revocation of the privilege, and will not entitle the employee to a refund of fees.
- 7) The employee is responsible for any losses or damages caused to District property because of the appliance, its function or malfunction.
- 8) The employee acknowledges and agrees that the compact fridge may be inspected or searched at any time for any reason and without prior notice.

- 9) The employee will keep any hazardous or potentially hazardous contents secure and out of reach of children (e.g. medications, insulin syringe or auto injector, epinephrine auto injector, potential allergens, etc.).
- 10) The District is not liable for the appliance or its contents under any circumstance, including but not limited to loss, theft, damage, power fluctuation or outage, etc.
- 11) The District reserves the right to alter, deny, revoke, or terminate this privilege at any time, for any individual(s) or as whole, without cause.

If the employee agrees to the above conditions and pays the fee, the employee is authorized to have a compact fridge operating in the classroom/office for the specified timeframe. Refunds will not be issued, except in a rare circumstance when the District necessitates a change which disqualifies the employee from this privilege. In the event of a District-required revocation, a prorated refund will be issued to the employee, rounding to the nearest whole month.

Other appliances

Other personal appliances are prohibited unless specifically approved in writing by the building principal or superintendent due to specific extenuating circumstances. This includes coffee makers, hotpots, microwaves, space heaters, etc. Approved appliances must meet all applicable terms listed above and may be contingent on an additional convenience fee. Such fee(s) would similarly determined by the business office, for similar timeframes. Unauthorized use/installation of other appliances in common areas, prep areas, storage areas, etc. will result in the appliance(s) being discarded and potential for employee discipline.

Space heaters, toasters, toaster ovens, hotplates, griddles, skillets, microwaves, air fryers, etc. are prohibited.