

**North Orange County Regional Occupational Program  
EMPLOYEE PERSONAL PROPERTY  
ROP AR 3441**

## **Business Operations**

1. Any personal item used in an ROP, district or community facility shall be approved by the Administrator, Instructional Programs prior to use.
2. Items that the Administrator, Instructional Programs, has determined may be eligible for coverage will be submitted to the assistant superintendent of educational services for approval.

**Examples for eligibility:**

- Use of a personal item until an ROP item can be purchased.
  - Items used for non-routine, one-time curriculum-driven demonstrations.
3. Both the employee and the Administrator, Instructional Programs, will be notified if approval is granted or denied.
  4. All personal items approved for coverage or approved by the Administrator, Instructional Programs or supervisor shall be listed on the classroom inventory checklist.