



Series: 1200 Human Resources

Policy Name: Issuance and Return of Agency Property

Policy Number: 1221

Origination Date: 11/01/2013

Revision Date: July 1, 2018

Regulation: N/A

Policy: It is the policy of Communities Connected for Kids to ensure that all agency property is accurately issued to an employee upon hire.

Procedure:

1. Upon hire, employees may be issued Communities Connected for Kids property including but not limited to: books, computers, ID badge, keys, data, files, smart phones, cell phones, calling cards, etc.
2. Once the new employee has started employment, the Issuer of Property shall complete the "Property Assignment Form, by indicating all items that were issued to the employee.
3. The employee shall sign the Property Assignment Form to acknowledge receipt of agency property.
4. The completed Property Assignment Form will be scanned and maintained in the G:Drive /administration/property folder.
5. Communities Connected for Kids st will conduct an annual inventory of all state transferred or purchased equipment.
6. When an employee leaves employment their Property Assignment Form will be printed and the employee and supervisor will sign acknowledging return of all company property. The fully completed form will be sent to Human Resources to be maintained in the employee's personnel file.

Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018