

Series: Facilities

Policy Name: Use of Office Equipment

Policy Number: 1602

Origination Date: 5/29/15

Revision Date: 3/29/19

Policy: Communities Connected for Kids (CCKids) office equipment is intended for the purpose of conducting CCKids business and providing service to our clients. Each employee that is issued equipment such as laptops, cell phones, and any other CCKids equipment is responsible for the safe keeping of the equipment and ensure that the equipment is protected against damage and unauthorized usage.

Procedure:

Once the new employee has started employment, the IT Department will complete the "Property Assignment Form, indicating all items that were issued to the employee. The employee shall sign the Property Assignment Form to acknowledge receipt of agency property. The employee acknowledges that all property is to be used for business purposes only.

The completed Property Assignment Form will be scanned and maintained in the administration/property folder.

Staff is expected to maintain their equipment in good working order and to report problems to the IT Department via a Support Ticket and to their supervisors. Any employee found guilty of negligent use of equipment may be subject to discipline, including termination and potential repayment for all negligent usage and/or lost or stolen property owned by CCKids.

If any equipment is lost or stolen, the employee must immediately inform their supervisor who will immediately notify the IT Department. An Incident report will be completed. Any employee who does not report equipment damage or lost or stolen property is subject to repay the costs of the equipment and any additional charges that may be incurred due to repair or replacement including but not limited to shipping costs.

CCKids Cell phones are provided to perform and facilitate duties. Personal use of business telephones, smart phones, mobile devices, and cellular phones provided by CCKids should be limited and occasional, and may not interfere with assigned duties. Employees will be expected to pay for any long distance personal calls made using CCKids equipment. Excessive personal use of the business telephone or assigned mobile device or may result in disciplinary action.

Employees will be responsible for excess minutes used / data accessed or transmitted beyond the employee's CCKids approved plan. This equipment shall remain the property of CCKids, and must be surrendered upon request, or returned to CCKids at the time of termination of employment.

Approved: _____

Carol Deloach

Carol Deloach, CEO
3/29/19.