

SECTION: Human Resources NUMBER: A-001-01-0008

AREA: General DATE: 9/1/92

SUBJECT: Institutional Property REVIEWED: 12/13/2022

I. PURPOSE

The respect and preservation of institutional property is a condition of employment.

II. POLICY

- A. An employee is expected to exercise care in his or her use of College property and to use such property only for authorized purposes.
- B. Negligence in the care and use of College property may be considered cause for suspension and/or dismissal.
- C. Unauthorized removal of College property from the premises or its conversion to personal use will be considered cause for suspension and/or dismissal.
- D. College property issued to an employee must be returned at the time the employee terminates employment or when the employee's department head requests its return.
- E. The institution assumes no responsibility for loss or damage to the personal property of an employee.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
 President

Approved: _____ Date: _____
 Chair / Board of Trustees