
California Special District

POLICY HANDBOOK

POLICY TITLE: Use of and Responsibility of Employer Property
POLICY NUMBER: 2215

2215.1 Desks, computers and other equipment are California Pines CSD property and must be maintained according to California Pines CSD rules and regulations. They must be kept clean and are to be used only for work-related purposes. California Pines CSD reserves the right to inspect all District property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

2215.2 California Pines CSD provides tools, supplies and facilities for the use of the employees in the performance of their work. Employees who use said equipment must be familiar with their proper use and care and shall operate them in accordance with instructions for use. Employees shall notify their Supervisor immediately of any needed maintenance for any District facility or equipment, and if they need guidance as to the uses.

2215.3 Employees must report all accidents and/or damage to California Pines CSD equipment to the *supervisor/General Manager*. Failure to properly use *DISTRICT* equipment or to report accidents and/or damage may result in disciplinary action up to and including termination.

2215.4 No employee shall use *DISTRICT* facilities or equipment for personal use without the prior written approval of the General Manager.

2215.5 Company voice mail and/or electronic mail (e-mail) are to be used for business purposes only. The District reserves the right to monitor and/or review voice mail messages and e-mail messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

2215.6 California Pines CSD may periodically need to assign and/or change "passwords" and access codes for computers. These communication technologies and related storage media and databases are to be used only for District business and they remain the property of California Pines CSD. California Pines CSD reserves the right to keep a record of all passwords and codes used and/or ability to override any such password system.

2215.7 Prior written authorization must be obtained before any California Pines CSD property may be removed from the premises.

2215.8 For security reasons, employees should not leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent. California Pines CSD is not to be responsible for damage or loss of employee personal property in the workplace or in facilities.

2215.9 Terminated employees are to remove any personal items at the time they leave California Pines CSD. Personal items left in the workplace are subject to disposal if not claimed within a reasonable time of an employee's termination.