

Saint Joseph's College

Policy Guidebook

Human Resources
Section Name: Work Rules
Section Number: 5.23
Effective Date: 7/1/2020

SUBJECT: College Property

Purpose:

To ensure that all property maintained by Saint Joseph's College is kept in the best possible working condition and to ensure proper use of such property.

Applicable to:

All employees of Saint Joseph's College

Policy:

The College provides a wide variety of communication tools and property to employees for use in running day-to-day business activities. College provided technology should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

“Property”, as the term is used in this policy, is defined as any piece of equipment, furnishings, office space, electronic devices (such as: computers, laptops, cell phones, tablets, printers, copiers, etc.), ID badges, keys, and College credit cards.

Employees should not have any expectation of privacy in their use of company computer, laptop, tablet, phone, or other communication tools (see also [Acceptable Use Policy for Information Technology](#)).

Procedure:

All Employees must maintain his or her work environment in an orderly fashion.

It is expected that employees act as stewards of College property and preserve all assets in their possession in order to keep them in the best possible working condition.

College credit card purchases for personal items or services are not permitted. Any personal charges are to be reimbursed to the College. Any charges not substantiated with timely coding and receipts will be the responsibility of the employee and will be due to the College (see also the [College Credit Card Policy](#)).

Any employee who is found to have neglected or misused College property will be subject to disciplinary action up to and including termination. If an employee's misuse of College property damages the property, Saint Joseph's College reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of College property is grounds for immediate termination and possible criminal action.

Upon termination of employment (voluntary or involuntary), it is required that the employee return any College property assigned to them to the Human Resources office.