

The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal Resources	Chapter # F		Subject # 227.1
Subject Title Equipment: Issued to Employees	Adopted 12/15/99	Last Revised 03/15/05; 3/15/17	Reviewed 3/15/05; 4/20/10; 2/24/14; 4/14/15; 3/15/17

PROCEDURE

Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

1.0 Intent

Equipment issued to employees is to be recorded for tracking purposes.

2.0 Employee Record

2.1 Any equipment issued to an employee shall be recorded on an individual record sheet and kept in the employee’s personnel file, as well as on the agency equipment database maintained by Human Resources staff.

3.0 Employee Termination

3.1 At the time of employee’s termination of employment, that employee’s record sheet shall be reviewed for any equipment issued to the employee. Such equipment shall be collected before his or her last day of employment and all records shall be adjusted accordingly.

4.0 Replacement Cost

4.1 Staff shall be responsible for any equipment issued to him or her by the agency. If for any reason said equipment is lost or damaged, that staff person shall be responsible for replacement costs.

Robert S. Lathers, Chief Executive Officer	Date		

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