

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Fiscal Resources	F		227.1
Subject Title Equipment: Issued to Employees	Adopted 12/15/99	Last Revised 7/10/20	Reviewed 3/15/05; 4/20/10; 2/24/14; 4/14/15; 3/15/17; 6/26/19; 7/10/20; 7/30/21; 7/26/22; 7/25/23; 7/10/24

PROCEDURE

Application

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

1. Intent

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

2. Employee Record

Any equipment issued to an employee shall be recorded on an individual record sheet. The record sheet is maintained by the IT Department. In addition to the record sheet, IT may track IT equipment assignments using a preferred application. Records of agency keys provided to employees are maintained by the Facility Manager.

3. Employee Termination

At the time of employee's termination of employment, that employee's record sheet and agency key log 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. Replacement Cost

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.

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Kerry Possehn, Chief Executive Officer	Date		