

PEOPLE'S PLACE

Property and Other Resource Use Policy

Approved By: Board of Directors

Review/Revision Date: 8/01/2009

I. PURPOSE

The purpose of this policy is to safeguard agency property and other resources.

II. POLICY STATEMENT

It is the policy of People's Place to ensure that all agency property and other resources are protected from damage, loss or theft, and/or utilized properly and maintained in the best possible working condition.

III. APPLICATION

This policy applies to all People's Place staff, volunteers, and board members.

IV. DEFINITIONS

Property- shall be defined as any piece of equipment, furnishing, vehicle, building or supply which is leased, owned, or otherwise in the custodial care of People's Place or any person acting as its agent.

Resources- include property and other things that are of value to the agency such as electricity and phone service.

V. STANDARDS

- A. Should any employee have knowledge of any loss, damage, theft, neglect or misuse of agency property or resources they must notify their supervisor immediately.
- B. Any employee found to neglect or misuse agency property may be sanctioned under the disciplinary policy. This may include termination. If determined to be gross negligence, the agency will expect remuneration for part or all of the replacement cost. People's Place may elect to file civil or criminal action to enforce the remuneration.
- C. No employee shall use agency property or resources for personal use unless specific permission has been granted by their supervisor. Final approval for personal use of agency property or resources is at the discretion of the Associate Director or Executive Director.
- D. Employees are required to sign a property issuance form for all assigned property that will be removed from the premises. Property issuance forms will be maintained within each program and at administration.

VI. PROCEDURES

<u>Individual responsible</u>	<u>Action</u>
A. Issuing Property	
Supervisor	<ol style="list-style-type: none">1. Completes an issuance of property form listing in detail all property being issued to the employee.2. Send one copy of property issuance form the Administration.
Employee	<ol style="list-style-type: none">1. Reviews the issuance of property form, accepts property as listed on form and signs.
B. Return of Property	
Employee	<ol style="list-style-type: none">1. Returns property in the same condition in which it was issued.
Supervisor	<ol style="list-style-type: none">1. Reviews the issuance of property form and ensures all issued property is returned.

VII. EXHIBITS

A. Property Issuance Form