

Policy Number: 02.056

Policy Title: Use of Facilities, Equipment and Property, Including Intellectual Property

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

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Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the College's intellectual property, such as audio and video tapes, print materials, logos and software, except that employees may engage in the non-commercial use of the College's name, trademarks and logos in the course of discussion or publicizing of matters related to employees' terms and conditions of employment.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the College is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.