

Title:	Issuing College Property to Cecil College Employees and Volunteers.
<input type="checkbox"/> Initial Action:	July 26, 2001
<input type="checkbox"/> Board Resolution:	19-071
<input type="checkbox"/> Policy:	11/20/2019
<input type="checkbox"/> Procedure:	11/20/2019
<input type="checkbox"/> Effective:	12/5/2019
<input type="checkbox"/> Next Review:	11/20/2022
<input type="checkbox"/> Responsibility:	Executive Director of Human Resources

Policy: This policy outlines how College property is issued to employees and volunteers of Cecil College. Property includes, but is not limited to, College supplies, equipment, material, hardware, software, keys, uniforms, and vehicles, provided to employees and volunteers during their assignment at Cecil College.

Procedure:

1. Supervisors will complete the Asset and System Tracking form, which will be used to document the assets and system access rights that are assigned to an employee or volunteer for authorized business use. The supervisor completes and returns the form along with the completion of new hire paperwork, volunteer agreement, and/or completion of the employee new hire change form. Completed forms should be returned to Human Resources and maintained in the employee or volunteer's personnel file. Additional asset and systems provided to employee or volunteers during their assignment, should be updated by the direct supervisor or designee, via email to Human Resources. A department may request that additional documents to be completed and signed prior to issuance College assets and systems.
2. An employee/volunteer must return College property when the employee/volunteer, no longer requires the property in order to perform his or her job or volunteer role at the College, has been terminated from his or her assignment, or whose volunteer role has ended as determined solely by the College. Supervisors and/or their designee should coordinate and facilitate the return of property.
3. Employees and/or volunteers who do not return College property as required by the College, are subject to disciplinary action ,up to and including termination of employment (for employees) or a bar on volunteer activity (for volunteers). Upon issuance of assets and systems, employees and volunteers will sign the Reimbursement Agreement Form.



REIMBURSEMENT AGREEMENT

I agree that I will repay all debts I may owe to Cecil College (“the College”) which are due and owing at the time the College asks me to repay them. I understand that this Agreement encompasses any and all debts, including but not limited to those representing any amounts which may be due the College as a result of overpayment of wages, damage to College property, failure to return College property, and/or any other amounts which I may owe the College.

I also agree that any College property given to me for use in the job will be returned to the College at the end of my employment. I will compensate the College for the value, as determined by the College, of any College property that is damaged or not returned.

In the event that I fail to pay any sums which I owe to the College, I authorize the College to deduct the applicable sums from any monies, including wages, bonus, commission, severance pay, or salary, due to me from the College, to the extent permitted by federal and state laws and regulations.

Signature _____

Date _____

Employee Name _____
(Please Print)

Human Resources Signature: _____

Date: _____



Asset & System Tracking

Supervisor Responsibility: This form should be used to document the assets and system access rights that are assigned to an employee/volunteer for authorized College use. The form is completed by the supervisor for employees or the volunteer coordinator for volunteers, and should be returned with new hire paperwork, new employee change form, and/or the volunteer agreement form. Completed forms should be returned to Human Resources. The form is maintained in Human Resources.

Separation/Transfer/End of Volunteer Opportunity: The Asset & System Tracking Form should be updated to show the return of assets upon separation from employment, transfer, or completion of the volunteer assignment. In addition, this Form should be updated if the employee/volunteer returns the property without an accompanying change in status.

Employee/Volunteer Name: _____

Employee ID: _____

Position/Volunteer Assignment: _____

Division: _____

Supervisor/Volunteer Coordinator: _____

KEY & ID CARD ACCESS

Description of Building/Room	Date Received	Returned To or Deactivated By Dept Rep (Initials)	Date Returned or Deactivated

SYSTEMS ACCESS

Description (e.g. Jenzabar, , shared drives) *Does not include Email access as all employees are provided email access *Does not include Blackboard access	Date Received	Returned To or Deactivated By Dept Rep (Initials)	Date Returned or Deactivated

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EQUIPMENT & MATERIALS

Description (e.g. desktop, laptop, tablet, cell phone, Ipad, Phone, uniforms)	Date Received	Returned to Dept Rep (Initials)	Date Returned

CREDIT CARD

Credit Card Authorization	Date Received	Returned To Dept Rep (Initials)	Date Returned

Employee Responsibility: I agree that I have read the College’s Issuing of College Property policy and agree to abide by its terms.

Signaute of employee: _____

Date: _____