



Policy: Use of Office Equipment

ChildNet Number: CN 002.017

Original Approved Date: June 2, 2003

Policy Revised Date(s): July 15, 2008; February 15, 2006, June 24, 2010

Policy Sunset Date:

COA Standard(s): ASE 5.02

Statement of Policy:

ChildNet's office equipment is intended for the purposes of conducting ChildNet work and providing services to our clients. Computers and phones must be used for ChildNet business. Each employee that is issued equipment such as: laptops, cell phones, cameras, and any other ChildNet owned equipment (not explicitly stated) is responsible for the safekeeping of this equipment and ensures that the equipment is protected against damage and unauthorized usage.

Board Chair's Signature: _____

Date: _____

10/29/10



Procedures: Use of Office Equipment

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Procedure Sunset Date:

COA Standard(s): ASE 5.02

Definitions (If any): (None)

Statement of Procedure:

A. Distribution

ChildNet staff are issued items such as keys, supplies, computer and other electronic devices. Each employee must fill out a Computer Property Agreement form (CPA) upon receipt of such property. In this form the employee acknowledges that they received the property in good working order. This form is kept in the employee's file, should the employee resign or is terminated, that employee must return all items issued to their supervisor or the MIS Department and sign the CPA form. If the employee fails to return such items prior to leaving ChildNet the fair market value of the item(s) not returned is deducted from the employee's last paycheck.

B. Proper Care of Equipment

All ChildNet employees are solely held responsible for equipment that is issued to them by ChildNet. Staff is expected to maintain their equipment in good working order and to report problems to their supervisor or the MIS Department. Staff is expected to treat office equipment with respect and to alert designated staff when equipment malfunctions. All shared equipment has a sign posted of whom to contact in the event of malfunction.

Any employee found guilty of negligence may be subject to discipline, including termination and potential repayment for all negligent usage and/or lost or stolen property owned by ChildNet. The employee acknowledges the property is to be used for BUSINESS PURPOSES.

If such equipment should be lost or stolen, the employee must notify their supervisor **immediately**. The supervisor immediately notifies the MIS Department. If any employee does not report such equipment damage, lost or stolen to their immediate supervisor, that employee is subject to repay the cost of the equipment and any additional charges that may be incurred due to repair or replacement including but not limited to shipping costs.



C. ChildNet Owned Cellular Phones

ChildNet cellular phones are provided to perform and facilitate employee duties, and responsibilities to enhance business efficiency. A CPA form must be completed and signed before a phone can be distributed. Cellular phones are not a personal benefit and should not be used as a primary mode of personal communication. However, ChildNet recognizes that employees may need to communicate with family or businesses during business hours. Therefore, company policy allows at the discretion of ChildNet business cellular phones to make local calls on personal matters during chargeable airtime.

Non-chargeable airtimes are during the evening from 7:01 pm to 6:59 am and weekends, which are from Friday at 7:01 pm to Monday at 6:59 am. Directory assistance (411) is to be used only for emergency situations. Cellular phone usage is tracked by the MIS Department and employees found to be abusing this privilege are subject to disciplinary actions.

Employees using company cellular phones to make personal international calls are asked to reimburse the company as described below:

1. **Cellular Phone Billing** - Cellular phone bills are electronically generated and are monitored by the MIS Department. Reports on cellular phone usage are generated and distributed to each division's directors as appropriate, or when requested by individual managers.
2. **Additional Cell Phone Functions and Services** – The use of the following additional Cell Phone services are prohibited: international text messaging, International calling (unless pertaining to a ChildNet business matter), and ring tones. It is not possible to list all of the services that are now - or may become - available. Whether specified or not, employees are required to obtain prior approval from the MIS Department before using **any** of these services.

D. Discipline and Reimbursement

Violation of this policy subjects an employee to disciplinary action under ChildNet Policy and Procedure 009.049 Corrective Action subject to ChildNet Policy and Procedure 009.077 Wage and Hour Policy.. Any staff member looking at or retaining sexual explicit material on ChildNet equipment is subject to immediate dismissal.

Cellular Reimbursement: In the event ChildNet determines that an employee has abused their personal calling privileges the employee is required to reimburse ChildNet for those calls. Reimbursement will be at the cost of the overages. Long distance charges are at the National/International charged rates. The supervisors are responsible for determining which calls are official ChildNet business or personal and request in writing; reimbursement for personal calls from the authorized user, when deemed necessary. It is the responsibility of the employee to identify reimbursable calls.



- E. Staff has access to shared equipment such as printers, fax machines and copiers. These shared resources are treated with care. Prior to using this equipment staff should request that the office manager show them how to utilize them properly. Any malfunctions or problems should be immediately reported to the office manager or the MIS Department. All shared equipment has a posted sign of who is responsible for care and maintenance.
- F. Staff must be courteous to one another and not leave machines out of paper or leave a mess in shared space. They must consult with the office manager if they have large copying jobs that monopolize copiers and other shared tools so that workload can be managed. Staff found leaving machines jammed, empty or malfunctioning is reported to their supervisor. Staff who regularly show this disregard may be prohibited from using shared equipment.
- G. All supervisory personnel are alerted of personnel not taking care of the equipment they have been assigned; if the violations continue or are serious the supervisor must inform the Finance & Department to seek reimbursement for damaged equipment.
- H. The Human Resources Department keeps a record of violations and the associated sanctions to assist in maintaining consistency in the treatment of similar violations.

President's Signature:

Date:

08-27-14