

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

706 Return of Property

Effective Date: 9/1/2003

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Employees are responsible for all Agency property, materials, or written information issued to them or in their possession or control.

Employees must return all Agency property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Agency may withhold from the employee's pay the cost of any items that are not returned when required. The Agency may also take all action deemed appropriate to recover or protect its property.

While all possible items cannot be listed, the following items are included in the list of property that must be returned when requested:

- Laptop computers
- Laptop computer batteries
- Laptop computer power cables
- Laptop computer cases
- Any other cables or items issued
- Air cards
- Cell phones
- Phone charging cables
- Phone cases
- Computer and phone accessories
- Marketing material
- Employee handbook
- Employee identification badge
- Any keys issued to the employee
- Any passwords that the employee has used on agency computers or phones
- Tools or toolboxes issued to the employee
- Any safety equipment issued to the employee
- Any items issued to the employee in accommodation of a disability