



# Procedures Manual

**Title: Return and Care for College Equipment**

**Number: HR-315**

**Policy Number (if applicable):**

**Office of Primary Responsibility: Human Resources**

**Effective Date: 10/05/2022**

**Purpose:** The purpose of this procedure is to ensure that all property maintained by Hocking College is kept in the best possible working condition and to ensure proper use of such property and Hocking College networks.

**Definitions:** “Property,” as the term is used in this procedure, is defined as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of Hocking College or any person acting as its agent.

No Hocking College employee should expect any privacy on Hocking College premises or when using Hocking College property or networks, except that which is required by law.

## **General Guidelines on the Use of Company Property**

All Hocking College employees must maintain his or her work environment in an orderly fashion and follow all Hocking College rules to ensure its proper use and maintenance.

Any employee who is found to have neglected or misused Hocking College property will be subject to disciplinary action up to and including termination. If an employee’s misuse of Hocking College property damages the property, Hocking College reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of Hocking College property is grounds for immediate termination and possible criminal action.

Hocking College property (including computers, pagers, telephones, cellphones, copiers, fax machines, Internet services and printers) is intended for business use only. Limited personal use as necessary is allowable but should be the exception and not the rule. Hocking College reserves the right to discipline employees for excessive personal use of company property.

## **Use of Company Vehicles**

Any employee for whom driving is an essential job duty must be authorized and approved by the Fleet Department to drive Hocking College vehicles. It is the responsibility of the employee driver of a Hocking College vehicle to ensure that the vehicle is in full operational condition before each use. The employee driver will sign a vehicle log report noting any problems with, or damage to, the vehicle before each use. Should the employee return the vehicle to the company with damage to the vehicle, the vehicle log report will be used as support evidence of the condition of the vehicle before it was used by the

employee driver. Any vehicle found to be unsafe will be removed from the operational fleet until appropriate maintenance or repairs have occurred.

*Cross Reference Fleet Operation Procedures Policy Number 30.001*

### **Use and Dissemination of Company Information**

“Information,” as the term is used in this procedure, includes without limitation any information owned or used by Hocking College, such as:

- Any company employee, customer or client lists.
- Any company database information, including addresses and telephone numbers.
- Any information from Hocking College employee personnel files, including employee addresses, telephone numbers, employment status and wage history.
- Any photographs, videotapes and sound clips of any Hocking College employee, customer or client.

Only those employees who are authorized by the President may speak on behalf of Hocking College.

No employee may knowingly dispense such information to any outside party unless authorization has been granted. This could include other employees who do not have the right to know such information. Any breach will be considered a violation of Hocking College procedure concerning confidentiality, and it may constitute a violation of state or federal law.

### **Monitoring of Network Communications**

Hocking College reserves the right to monitor at any time any communications that use Hocking College networks in any way, including data, voice mail, telephone logs, Internet use and network traffic, to determine proper use.

Hocking College will review network communications activity and will analyze use patterns. Hocking College may choose to publish these data to ensure that company resources in these areas are being used according to this procedure.

No employee may knowingly disable any network software or system identified as a monitoring tool.