

## Employee Use of Haven Assets

The purpose of this policy is to ensure that all Property owned by Bay Haven Charter Academy, Inc. is kept in the best possible working condition and to ensure proper use of such Property.

“Property,” as the term is used in this policy, is defined as any real property such as buildings, sports fields, or parking lots and tangible personal Property such as furniture, equipment, vehicles, materials or supplies which are owned, leased, donated or otherwise in the custodial care of Bay Haven Charter Academy, Inc. or any person acting as its agent.

Bay Haven Charter Academy, Inc. is committed to avoiding unauthorized use of Haven Property. To this end, employees are prohibited from borrowing and taking off-campus Haven Property for off-duty or personal use unless the Property is signed out and approved in writing by the Chief Education Officer and Chief Financial Officer, using the Bay Haven Charter Academy, Inc. Property Check-Out Form. However, there will be **no** personal use or unauthorized use of any Haven Property such as automobiles, buses, golf carts, or vessels.

Any employee who is found to have neglected or misused Haven Property will be subject to disciplinary action up to and including termination. If an employee’s misuse of Haven Property damages the Property, Haven reserves the right to require the employee to pay all or part of the cost to repair or replace the Property or reimburse Haven for the costs or repair or replacement, including, but not limited to the reimbursement of insurance deductibles. Misappropriation of Haven property is grounds for immediate termination and possible criminal action.

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

Employees transferred to another school shall take with them only those personal items that have been purchased with their own funds. Items paid for by Haven, school-connected organizations, or grants shall remain at the initial location unless the principals of both schools make special arrangements that serve the best interests of the Haven-wide instructional program.



Bay Haven Charter Academy, Inc.  
Equipment Checkout Form



NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PICK UP DATE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

QTY	EQUIPMENT	INVENTORY #	CONDITION LEAVING	CONDITION RETURNING	INITIAL

1. Must be an employee of Bay Haven Charter Academy, Inc.
2. If no inventory control number, please use "N/A". Certain furniture items may not be tagged. Initials should be those of managing the checkout and not the employee checking out equipment/furniture.
3. The employee agrees to return all equipment listed above in the same condition as it was issued by the designated date listed above. The employee understands that they will be charged if the equipment is lost, stolen, damaged, or not returned by the date designated.
4. Upon return, the equipment will be inspected for damages, etc.
5. The employee signature attests that he/she has read, understands, and agrees to the terms and conditions of this agreement. Unauthorized use of equipment is prohibited and may lead to disciplinary action or termination.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S PRINTED NAME

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
CEO SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CFO SIGNATURE

\_\_\_\_\_  
DATE