

EUREKA COUNTY SCHOOL DISTRICT

EMPLOYER RESPONSIBILITY FOR DISTRICT PROPERTY

Each item of equipment or supplies acquired by the district is considered essential for furtherance of the district's goals and objectives. Consequently, every employee of the district is expected to use all assigned or loaned equipment or supplies, or other district property, in a manner which will ensure personal safety, security from loss, economy of operation, and useful life expectancy.

**A. Administration**

All employees of the district will assist in the development, implementation, and enforcement of procedures for security and care of district property.

**B. School Principals and Department Heads**

School principals and department heads are accountable for equipment and supplies assigned to their use and are responsible for recovering items loaned or assigned to employees being transferred or terminated. Where evidence or knowledge permits, principals or department heads are to seek re-numeration from those responsible for district losses.

Towards establishing effective unit controls, it is recommended that supervisors devise local procedures which:

1. Provide security and accountability for receiving, storing, and issuing district supplies and equipment.
2. Establish inventory controls to supplement district regulations.
3. Ensure proper employee use and care of district property.
4. Apply cost-awareness consideration when ordering supplies, equipment, and all other items.
5. Assure recovery of loaned or assigned items of district property from transferring or terminating employees.
6. Assure minimum delay in reporting incidents of burglary or vandalism and maximum cooperation with police authorities.

**C. Employees Responsibility**

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Employees are expected to use equipment and supplies, or other district property, in the amount and manner prescribed by recommended district and/or manufacturer's procedures or in a manner likely to achieve maximum beneficial use at minimum hazard and cost to the district.

**D. Carelessness and Deliberate Abuse**

It is the responsibility of the immediate supervisor to make written notification to subordinates who abuse district resources either through carelessness or by deliberate means. Such notification is to cover:

1. Circumstances of the involvement, including the apparent improper or imprudent actions of the person involved.
2. The value of the loss.
3. A statement outlining how the employee can help prevent similar future losses, and stating that employee compliance is expected.
4. A warning that employees may be assessed for negligent losses or that they may be discharged.

An employee, who fails to heed cautionary directives or admonishments, as given in a prior notification, will be subject to:

1. A second warning;
2. An assessment to recover costs of the incurred loss; and/or
3. Disciplinary action as deemed appropriate by the superintendent in agreement with the district's legal counsel.

**E. Refusal to Reimburse District**

Refusals to reimburse the district are to be referred to the district's legal counsel and are to include all pertinent information available to the principal or department head responsible.