

## 3357:13-17-401 Property Use Procedure

### (A) Procedure

- (1) The College obtains and provides equipment for its employees only for the purpose of executing work assignments and work-related responsibilities. All College equipment, whether assigned to a particular office, instructional area, or off-campus location, is to be used only for College activities. Employees are not authorized to use College property for personal or non-College business purposes, and College-owned property and facilities shall not be used to bring personal profit to any employee of the College.
- (2) College employees shall be held accountable for any damage resulting from their negligence to property assigned to them, and shall not lend such property or permit property to pass out of the control of a College employee.

### (B) Personal Use of Equipment

#### (1) Desktop Telephones

- (a) Personal telephone calls burden the computerized telephone system and take up employees' valuable work time. Use of College telephones for personal matters should be limited, whether these calls are incoming or outgoing.
- (b) All international calls need pre-approval by the Director of Information Technology and Vice President of Business Services.

#### (2) Cellular Telephones

- (a) All requests for cellular service will require approval from the administrative official with authority over the unit.
- (b) A representative from the Business Services Division will manage all cellular phone acquisitions. Please contact the Director of Information Technology for additional information.
- (c) Monthly billing for cellular services should be reviewed and authorized for payment by the employee's supervisor. All billing statements require call detail. This detail will be forwarded to the user's department for administrative review.
- (d) A representative from the Business Services Division will review individual usage and adjust cellular plans to assure that the College receives the lowest cost per minute.

- (e) Any reimbursements for personal cellular service will be reimbursed at the same rate that the College pays on a per minute basis. This rate will be adjusted annually to reflect current College rates.
- (f) Personal cellular reimbursements will require detailed cellular phone reports showing date, time of call and identification of call (either number dialed or incoming call designation).
- (g) No personal reimbursements for cellular reoccurring charges will be allowed. This includes monthly base charges, taxes, municipal fees, federal charges and other charges for special services, (call waiting, three-way calling, voice mail, etc.).

### (3) Cellular Phone Usage During Travel

- (a) Employees whose job responsibilities include occasional or regular driving are expected to refrain from using cellular phones while driving. Safety must come before all other concerns. Regardless of all circumstances, including but not limited to, slow or stopped traffic, employees shall pull off to the side of the road and safely stop the vehicle before placing or accepting a call.
- (b) Passengers of employee are permitted to place or accept calls.
- (c) Exception: If an employee is alone in a vehicle and is in fear of his/her life or safety, is witness to the perpetration of a crime or to report a dangerous situation.

### (4) Computer and Network Resources

Computer resources of North Central State College are privileges provided solely for legitimate use by the following: currently registered students; authorized faculty, staff; and authorized agents of the College performing activities for the benefit of or with respect to the instructional or administrative missions of the College. For additional information, please refer to the Computer and Network Resources Use Policy ([19-20](#)), which is distributed by the Office of Human Resources.

### (5) Other Equipment

- (a) Personal use of College equipment or supplies, including, but not limited to, copiers, facsimile machines, scanners, audiovisual equipment, tools, and other equipment and supplies, is prohibited.
- (b) Office and Classroom Furniture (including, but not limited to, desks, chairs, and tables) is the property of the College and may not be transported off campus for

personal use. To request relocation of College Office and Classroom furniture for approved relocation, please submit [17-401f Office-Classroom Move form](#).

#### (C) Equipment Check-Out

An equipment checkout procedure can be used in cases where College employees will take equipment off campus for a period not to exceed 30 days. Equipment checkout may occur at the department or division level, provided there is a written record of the transaction. The administrative official with authority over the unit (dean, director, etc.) will assume responsibility for the timely return of the equipment.

#### (D) Equipment Loan

(1) Equipment loan occurs when a piece of equipment is loaned to an organization independent of the College, or when a College employee will take equipment off campus for a period exceeding 30 days. [Form 17-401c Equipment Loan Form](#) may be obtained from the Business Services Division or can be downloaded from the College website using the above link.

(2) Equipment may not be relocated from North Central State College until the [Equipment Loan Form 17-401c](#) has been approved by all appropriate parties, including the dean/supervisor and vice president(s). A copy must be provided to the Business Services Division. During the period that the equipment is on loan, the dean/supervisor will retain the original of the Equipment Loan Form. At the end of the loan period, the equipment is to be returned to the dean/supervisor, who will verify the return by signing the original copy of the Equipment Loan Form. The signed original must then be provided to the Business Services Division.

(3) North Central State College property may not be loaned for personal use.

#### (E) Equipment Transfer/Disposal

(1) In order to request that College equipment be permanently moved to another location within the College or be disposed of, the [Equipment Transfer Form 17-401d](#) or the [Equipment Disposal form 17-401e](#) form must be completed. Equipment may not be discarded or transferred until the appropriate form has been approved by all appropriate parties, including the dean/supervisor and vice president(s). A copy of the completed form must be provided to the Business Services Division, FACILITIES.

(2) Space and facilities at North Central State College may not be used without prior authorization. Reservations are required, and a rental fee may be charged. Contact the Events Coordinator/Specialist or the Facilities Manager for more information.

#### (F) Vehicles

- (1) A number of motor vehicles are maintained at North Central State College. These vehicles are not provided as part of an individual employment contract, but rather, are made available to employees in order to facilitate the official business of the College. It is the responsibility of all employees who use College vehicles to insure the efficient and economical utilization of such vehicles. [See Fleet Vehicle Use Policy 17-41.](#)
- (2) Certain employees of the College may be required to operate motor vehicles in the course of their work. To request use of a College fleet vehicle, a [Facilities Fleet Car Request Form 17-411a](#) must be submitted. In some cases, such as Facilities Management or Recruiting, a College vehicle may be provided for regular business use.
- (3) Owner/Operator's Responsibilities (See [Fleet Vehicle Use Handbook 17-411](#))
  - (a) Operation of a College-Owned Vehicle - College-owned vehicles are not to be driven for personal use. Eligible users of College vehicles are limited to employees of the College. In some circumstances, the driver may be a student assistant. While the College insurance rider provides coverage for all authorized drivers of College-owned vehicles, in all cases drivers must possess a valid driver's license.
  - (b) Operation of a Rental or Personal Vehicle for Business Use – Occasionally, employees may be required to drive their personal vehicle or a rental vehicle for College business. Any employee driving a rental or personal vehicle on College business must have a valid driver's license and proof of insurance as required by Ohio law.
- (4) The driver of the vehicle has ultimate responsibility for seeking and possessing information about driving safety and road regulations. The driver must:
  - (a) Have a valid driver's license, proof of insurance (as required), and a good driving record.
  - (b) Complete form [17-411b Driving History Questionnaire](#) for insurance purposes. Return the completed form to the Human Resource Office. This form must be updated every 3 years. No vehicle keys will be released prior to completion of form.
  - (c) Complete a Vehicle Use Report ([form 17-411c](#)) each time the vehicle is driven; submit completed Vehicle Use Reports with monthly Travel and Expense Report. Also, a copy of the Vehicle Use Report shall be submitted to the Facilities Manager.
  - (d) Notify Human Resources immediately of any change in license status. Failure to do so may result in disciplinary action being taken up to and including dismissal.
  - (e) Wear seat belts as required by Ohio law when driving or occupying a College vehicle.

- (f) Refrain from smoking when driving or occupying a College vehicle.
- (g) Never drive under the influence of drugs or alcohol.
- (h) Never transport passengers such as family members, friends, or hitchhikers.
- (i) Turn the vehicle ignition off, remove the keys, and lock the vehicle when you leave it unattended.
- (j) Never drive the vehicle at speeds that are inappropriate for the road conditions.
- (k) Comply with all applicable traffic rules and laws.
- (l) Assume responsibility for any and all fines or traffic violations.
  - (i) Report all accidents immediately.
  - (ii) Get immediate medical aid if you are injured.
  - (iii) Notify the police; a police report may be necessary for some insurance claims.
  - (iv) Notify supervisor and Human Resource Office as soon as possible.
  - (v) Record as much information as you can on all other parties to the accident. This may include their insurance company, their name, license number, plate number, make, model, and year of car, how accident happened, witnesses (with addresses and phone numbers).

#### (G) Buildings and Facilities

- (1) North Central State College safeguards its assets and promotes the security of campus personnel and personal property through appropriate monitoring of building access. Campus operations are the responsibility of the facilities department and all college departments shall be expected to follow all access, key and security procedures below.
- (2) Building Access:
  - (a) Normal Operations – All buildings are accessible during normal operating hours as posted by the college, to students, faculty, staff and guests. Accessing the buildings outside of normal operating hours (evenings and weekends) must be approved by the Vice President/Dean of the building and notification sent to the Facilities Manager. Employees who need access to campus building outside of normal operation should contact campus security once on campus to obtain access to building. Once work is complete, individuals must contact security again, to inform them that they will be

leaving. Employees should not provide access to others, as security needs to know who is accessing the building.

- (b) Remote Operations – Buildings are closed to students, faculty, staff and guests with the exception of courses that have been scheduled on campus. A predetermined schedule is established prior to transitioning to remote operations. Access to buildings should be limited and prior approval must be obtained by the Vice President/Dean of the building, as well as notification sent to the Facilities Manager. Accessing the buildings during remote operations must be limited to insure the minimization of disruption to the custodial staff and security. Employees who need access to campus building during remote operations should contact campus security once on campus to obtain access to building. Once work is complete, individuals must contact security again to inform them that they will be leaving.
  - (c) Campus Closure – Buildings and parking lots will not be accessible. This closure may be due to a weather event or other type of disaster.
- (3) Key Access:
- (a) All persons issued college keys shall, at all times, be held responsible and accountable for all keys that are issued.
  - (b) Office / Classroom Key – A [Key Requisition form \(form 17-401a\)](#) must be completed by the department Manager/ Director upon hiring of individuals that require access to their offices or classrooms. Once approved, the Facilities Manager will order the key.
  - (c) Master Key / Building Key - Master key requests will be submitted to the divisional Vice President. All master key requests will be reviewed by the President’s staff. Once approved, Facilities Manager will order the key.
  - (d) When an employee’s employment ends, keys are to be given to Human Resources on or before their last day. Human Resources and Facilities cross-reference the keys to be returned.
  - (e) Facilities Manager catalogs all keys provided to employees.
- (4) Lost Keys: If keys are lost, a [Lost Key form \(form 17-401b\)](#) must be filled out and turned into the department Manager/ Director, signed, and forwarded to the Facilities. Upon receipt of form, Facilities will reorder necessary keys and reissue them to the employee. A monetary assessment of keys shall be enforced when keys are lost or not returned as follows:
- (a) \$ 25.00 for office/ classroom keys each
  - (b) \$ 75.00 for building keys
  - (c) \$ 100.00 for master keys

(5) Building Card Access

- (a) Issuance – Access will be granted based on role and function of employee.
  - a. Service employees, such as Facilities and Information Technologies, will be granted all building access to perform their jobs “after hours” and on an emergency basis.
  - b. CERT coordinator, co-coordinator, President will be granted all building access to perform their job responsibilities to use their key cards to help perform their job in an instance to help first responders in a crisis.
  - c. President’s Staff and Division Dean/Assistant Dean will be granted access to their respective buildings.
- (b) Reporting – Facilities will have the ability to run a weekly report on each of the doors to track door usages and adjust accordingly.
- (c) Management – All adjustments will be made by the Facilities department with the directives discussed by President’s Staff
- (d) Programming set points – Schedules for the opening and closing of doors will be discussed with each Division Assistant Dean six weeks prior to the start of each semester. The Facilities department then meets with each Divisional Assistant Dean to review the schedule to insure we are meeting our student, staff and faculty needs.

Effective: June 28, 2022

Expires: June 1, 2027

Review Dates: 10/30/01, 9/14/15, 4/27/21, 6/28/22