

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-039

SUBJECT: Personal use of Agency Equipment

PAGE(S): 1 of 1

EFFECTIVE DATE: January 1984

Policy:

An employee may, at times, be allowed to use agency equipment for personal reasons, under the following conditions.

Procedures:

1. Permission from the department director must be secured prior to use.
2. Personal use of equipment is normally done during non-work hours for the agency and equipment must be returned the next working day.
3. Personal use of equipment does not prevent or hamper regular delivery of services or agency functions.
4. The cost of damages or service to equipment incurred while used for personal reasons is paid by the employee.
5. Shredded paper from Cottonwood, Inc. sources should not leave the agency grounds for packing or personal use.