

GOVERNANCE & OPERATIONS

FILE CODE: GO/3515R

PERSONNEL
FACILITIES, EQUIPMENT, AND MATERIALS USE

Definition:

“Facility” includes the campus or grounds on which an Association building is located.

Loaning Association Equipment

NJSBA staff responsibilities may occasionally require the loaning of Association equipment to accomplish various tasks or maintain communication with the employee. In these cases the Executive Director, or designee, upon recommendation of the employee’s director, will determine whether provision of equipment is necessary for the employee to effectively perform his/her duties. Equipment shall only be used for legitimate Association purposes, and the employee shall be responsible for protecting the equipment from theft, damage and unauthorized use. Employees wishing to use equipment shall complete the attached form identifying the loaned equipment and acknowledging responsibility for its care and return (GO 3515E).

The Finance Department or Information Technology Department, where applicable, shall be responsible for maintaining and keeping inventory of all Association equipment, as well as processing and retaining documentation of any equipment loans.

When communications devices are loaned, the employee will be responsible for separating out and accounting for any personal use. The Finance Department shall routinely monitor billing records for compliance with this policy and established accounting procedures.

Portable Electronic Device Use

Upon the recommendation of the department director, staff members may be provided a Portable Electronic Device or be reimbursed for the base charges of an existing Portable Electronic Device account, whichever is less expensive, to conduct Association business. Prior approval must be granted by the Executive Director.

Issued: April, 2003

Revised: May, 2008
October, 2009
January, 2010
August, 2011

Authority: BD 9/09

See Also: GO/3440
GO/4113.13
GO/4113.14
GO/4146.6