

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Care of Property	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 12/10/14	
<b>REVIEW DATE:</b> 7/11/22	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Coordinator	<b>CEO APPROVAL DATE:</b> 8/2/22 Dr. Tim Kangas, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

Employees are responsible for any equipment, materials and other property of NorthCare Network.

### **PURPOSE**

To ensure appropriate care of NorthCare Network resources.

### **DEFINITIONS**

N/A

### **REFERENCES**

N/A

### **HISTORY**

NEW POLICY 1/1/15

REVISION DATE: 8/21/16, 6/19/17, 4/6/18, 11/24/19, 9/29/20

REVIEW DATE: 12/3/14, 10/16/15, 8/21/16, 6/19/17, 4/ 6/18, 2/22/19, 11/24/19, 9/29/20, 7/27/21, 7/11/22

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 12/3/19, 10/6/20, 8/3/21, 8/2/22

BOARD APPROVAL DATE: 12/10/14

### **PROCEDURES**

Property must be properly taken care of and must never leave a NorthCare Network facility for personal use, unless approval has been received from the Chief Executive Officer and/or Supervisor. No personal use of property will be approved if it would result in unreimbursed payment for costs NorthCare Network incurs, i.e., use of agency cell phone for personal use. All damage to, or loss of, NorthCare Network property shall be reported by the employee to the CEO and/or Supervisor immediately. All NorthCare Network property must be turned over to the supervisor and/or Human Resource Coordinator when a transfer or termination of position occurs. If NorthCare Network property is not returned upon termination, that employee will be held financially responsible and legal authorities may be contacted to investigate further.