



Facilities and Operations **POLICY**

Applies to:	Marshall University Facilities and Operations
Title:	Tool, Equipment, and Property Agreement
Number:	MU-FO-02.03
Effective Date:	07/01/2020
Last Revision Date:	N/A

PURPOSE: To provide employee responsibilities regarding Marshall University assigned tools, equipment, and property.

SCOPE: Applies to all Facilities and Operations employees who are issued tools, equipment, and property for performing job duties.

REFERENCES:

- Attachment A – Acknowledgement of Receipt of Company Property Form

DISCUSSION:

Marshall University provides employees with tools, equipment, and property necessary to perform job specific duties. This includes both shop (shared) tools, equipment, and property as well as individual (assigned to each employee) tools, equipment, and property.

PROCEDURE / POLICY:

Employees are expected to use and maintain shop (shared) tools, equipment, and property in the manner of their intended use following all safety precautions. All shop (shared) tools, equipment and property is to be cleaned, properly stored and secured after use.

Upon being hired into a new position, where applicable, employees will be issued a tool bag, backpack (or equivalent) containing the necessary tools needed to perform their job duties. Additionally, employees may be issued equipment or other Marshall University property for performance of their job specific duties.

Employees who have been issued tools, equipment, and/or property are required to sign **Attachment A (Acknowledgement of Receipt of Company Property)** which lists tools, equipment and/or property issued to the employee by Marshall University along with the associated responsibilities.

It is important to understand that in addition to the responsibilities listed in Attachment A, employees are financially responsible for property and may be required to replace issued items which are lost, stolen or damaged (excluding normal wear and tear) at their own expense. Routine loss or damage of equipment/tools/property, (excluding normal wear & tear) may result in disciplinary action.

REVISION HISTORY:

- 07/01/2020 – Initial Revision.



ATTACHMENT A

