

POLICY AND PROCEDURE

SUBJECT/TITLE:	Appendix A.4 Assignment and Return of CPH Equipment and Property
SCOPE:	Columbus Public Health, All Staff
CONTACT PERSON & DIVISION:	Kevin G. Williams – Administration/Human Resources
ORIGINAL DATE ADOPTED:	12/31/10
LATEST EFFECTIVE DATE:	12/24/2018
REVIEW/REVISION DATE(S):	12/31/10, 09/20/11, 03/01/12, 6/15/13, 9/6/18
REVIEW FREQUENCY:	Every 5 years
TOTAL # OF PAGES:	4
BOH APPROVAL DATE:	N/A
REFERENCE NUMBER:	N/A

PURPOSE

The intent of this document is to provide accountability for permanent assignment of Columbus Public Health (CPH) equipment and property to employees and a consistent method for collecting CPH equipment and property from employees who have been reassigned to another program or division of CPH, are on an extended leave or administrative leave from CPH, or have resigned, retired, or otherwise terminated employment with CPH.

POLICY

- A. Supervisors are responsible for:
 1. Managing the assignment and return of all City of Columbus and/or Columbus Public Health equipment and property issued to an employee;
 2. Tracking and accounting for any equipment or property when an employee changes positions within Columbus Public Health that involves moving to a new program.

- B. Employees are responsible for:
 1. The care, custody, and maintenance of all equipment and property issued to them by CPH;
 2. Promptly reporting upon gaining knowledge or by the next business day of any equipment or property that is damaged, lost, stolen, or otherwise missing; and
 3. Returning all CPH owned equipment and property at the direction of CPH management.

BACKGROUND

Each program within Columbus Public Health provides varying job functions that may require distribution of specific equipment and property to employees to carry out the duties of their respective positions. Because much equipment and property is relevant to and purchased by a specific program, knowledge of such equipment and property is often limited to the management of the program and the employee, thus they are accountable for the maintenance and return of equipment and property.

GLOSSARY OF TERMS

Equipment and Property includes but is not limited to the following:

1. Employee's City/CPH Identification badge and other programmatic or credentialing identification or badges;

2. Electronic Equipment, such as but not limited to laptops, tablets, cellular phones, flash/jump/memory drives, external hard drives, portable printers, radios, chargers, pagers, and other electronic equipment not otherwise specified;
3. Keys, including but not limited to office, desk, and cabinet keys;
4. Files, manuals, or other written materials;
5. Login information and Passwords that unlock CPH electronic equipment or for access to any CPH application programs, electronic systems, or other CPH equipment and property not otherwise classified;
6. Emergency Medical Supply Kits and other medical devices or equipment issued by CPH;
7. Any other equipment, supplies, or materials not otherwise specified that were issued to the employee by CPH for the purposes of the employee to carry out his/her duties that has a proprietary or confidential status, or considered of monetary value.

Permanent Assignment means assignment of equipment or property to an employee on a long-term basis.

PROCEDURES & STANDARD OPERATING GUIDELINES

I. **Supervisors' Procedures**

- A. **Supervisors shall account for the assignment of equipment and property to subordinate employees by doing the following.**
 1. Itemize equipment and property on the [Columbus Public Health – Employee Equipment and Property Inventory Form](#) that is to be continuously updated as equipment and property is assigned, returned, or otherwise removed from assignment to the employee.
 2. Administer the return or transferring of all CPH equipment and property assigned to an employee who is reassigned or transferred to another program within CPH. When an employee is reassigned or transfers to another program within CPH:
 - a. The supervisor of the program that the employee is departing shall:
 - (1) Retrieve any equipment and property that is specifically assigned through the program and mark that this equipment and property was retrieved with the date and the supervisor's initials beside the equipment and property name on the [Columbus Public Health – Employee Equipment and Property Inventory Form](#);
 - (2) Sign and date the [Columbus Public Health – Employee Equipment and Property Inventory Form](#) demonstrating the list of any equipment and property transferring with the employee, and forward the form to the employee's new supervisor.
 - b. The supervisor of the program that the employee is reassigned shall:
 - (1) Verify that the employee possesses all CPH equipment and property remaining assigned to the employee;
(Any discrepancies found are to be reconciled among the former supervisor, new supervisor, and employee.)
 - (2) Update the [Columbus Public Health – Employee Equipment and Property Inventory Form](#) with any additional equipment or property assigned to the employee through the new program;
 - (3) Sign and date the [Columbus Public Health – Employee Equipment and Property Inventory Form](#) indicating transfer of the equipment and property from the former supervisor and any new assignment of additional equipment and property; and
 - (4) Maintain the original updated [Columbus Public Health – Employee Equipment and Property Inventory Form](#) and provide a copy to the former supervisor and a copy to the CPH Human Resources Office to be placed in the employee's personnel file.

3. Administer the return of all CPH equipment and property from an employee who retires, resigns, or otherwise terminates from employment with CPH. When an employee retires, resigns, or otherwise terminates from employment with CPH, the supervisor is to:
 - a. Provide CPH Human Resources Office a copy of any notices of retirement or resignation from the employee;
 - b. Retrieve any equipment and property that is assigned to the employee and mark that this equipment and property was retrieved with the date and the supervisor's initials beside the equipment and property name on the [Columbus Public Health – Employee Equipment and Property Inventory Form](#);
(1) Sign and date the [Columbus Public Health – Employee Equipment and Property Inventory Form](#) demonstrating the list of any equipment and property continuing assignment with the employee, and forward the form to the CPH Human Resources Office.
 - c. Complete the Department of Technology [Columbus Account Form](#) to delete any City of Columbus electronic accounts and/or specify any special requests.
 - d. Complete the [Exiting Employee – Supervisor's Checklist](#). The checklist is used to verify that the supervisor has received assigned equipment and property from the departing employee.

- B. When practicable, supervisors are to collect all CPH owned equipment and property prior to an employee going on any extended leaves of more than 30 days or an unknown period. If it is not practical to collect such items prior to the start of the employee's leave, or if an employee's leave unexpectedly extends past 30 days, CPH Human Resources (HR) will make reasonable attempts to collect said items.

II. Employee Responsibilities

- A. Employees are responsible for the care, custody, and maintenance of City/CPH equipment and property issued to them by CPH, and for the return of all equipment and property to their respective supervisor on or before their last day worked.
- B. Departing employees are offered and strongly encouraged to complete an Exit Interview through the [Exit Interview – Employee Questionnaire](#). This questionnaire permits the employee to complete the exit interview by three methods:
 1. Electronically, through SurveyMonkey;
 2. Completing an electronic form; or
 3. In person with the employee's supervisor or a representative from CPH Human Resources at the choosing of the employee.

III. CPH Human Resources Responsibilities

Upon receipt of a notice that an employee is exiting employment from CPH, CPH Human Resources shall:

- A. **Complete the [Exiting Employee – CPH Human Resources Checklist](#) and the requirements within it;**
- B. **Complete all Civil Service Commission requirements to terminate employment of the employee.**
- C. **Print a final training record for the employee's personnel file, and delete the employee's learning management training accounts.**

CITATIONS

N/A

CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Kevin G. Williams, Department Human Resources Officer, Primary Author
2. Tracy Poling, Human Resources Analyst

APPENDICES

N/A

REFERENCE FORMS

[Columbus Public Health – Employee Equipment and Property Inventory Form](#)

Department of Technology [Columbus Account Form](#)

[Exit Interview – Employee Questionnaire](#)

[Exiting Employee – CPH Human Resources Checklist](#)

[Exiting Employee – Supervisor’s Checklist](#)

SIGNATURES

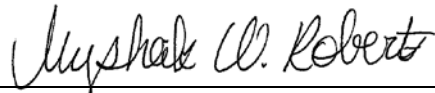
I have reviewed this document and endorse it as an official CPH Policy and Procedure:



Kevin G. Williams, Department Human Resources Officer

11 / 30 / 2018

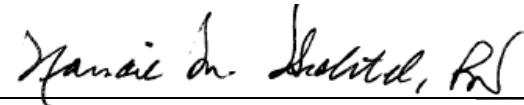
Date



Mysheika W. Roberts, MD, MPH
Health Commissioner

12 / 10 / 18

Date



Nancie Bechtel, MPH, BSN, RN
Assistant Health Commissioner/Chief Nursing Officer

12 / 6 / 18

Date



Roger Cloern
Assistant Health Commissioner/Chief Operations Officer

12 / 6 / 18

Date



Michael Fielding
Assistant Health Commissioner/External Affairs

12 / 6 / 18

Date