

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # 2012-13
Title:	Personal Property	

PURPOSE

The purpose of this policy is to provide employees with the understanding that the District is not responsible for the security, care, safety, loss or damage of any employee's personal property, vehicle or their contents at any time.

POLICY

Personal Property

Employees bringing personal property to work do so at their own risk. The District advises all employees to take all precautions necessary to safeguard their personal possessions. The District undertakes no duty and assumes no liability whatsoever for the damage, loss or theft to the personal property of District employees caused by third parties or caused by District employees' intentional wrongful acts and/or acts outside the course and scope of the duties of District employees.

All storage facilities, office and workspaces, including desks and lockers, are property of the District, and the District reserves the right to have access to these areas and properties at any time without advance notice to any employee. Therefore, your work area and any other District property are subject to inspection. Except as set forth below, Employees shall have no protected expectation of privacy in their offices, desks, lockers, computers, workspaces, storage facilities or other areas of the District facilities or properties.

In order to promote the safety of employees and District visitors, as well as the security of its facilities, the District reserves the right to conduct video surveillance of any portion of its premises at any time. The only exception to this policy includes private areas of restrooms, showers and dressing rooms, where employees shall have a reasonable expectation of privacy and these areas shall not be subject to video surveillance.

Theft

Security measures, including video surveillance, are in place to hinder theft. Theft involves more than the taking of money and/or products. All District information and records are the legal property of the District and must not leave the premises without express authorization from the General Manager. Any employee caught stealing any property is subject to discipline up to and including termination of employment.

Approved by Rancho Murieta Community Services District's Board of Directors	August 15, 2012
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