

Procedure Title:

**EMPLOYEE CONDUCT & DISCIPLINARY ACTION**

PROCEDURE NUMBER: 7-06

Policy Title:

Return of Property

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

**PROCEDURE:**

1. Employees are responsible for items issued to them by Keystone or in their possession or control, such as the following.
  - Client lists
  - Equipment
  - Identification badges
  - Keys
  - Pagers
  - Cellular phones
  - Agency business records
2. Employees must return all Keystone property immediately upon request or upon termination of employment. Where permitted by applicable laws, Keystone may withhold from the employee's check or final pay check the cost of any items that are not returned when required. Keystone may also take all legal action deemed appropriate to recover or protect its property.

**NOTES:**