

SAN JACINTO COLLEGE

Facilities Services

PROCEDURE

MANUAL: Facilities Services
TITLE: College Resources Procedure
RESP: Assoc. Vice Chancellor – Facilities Services
REV. BY: Assoc. Vice Chancellor – Facilities Services

POLICY NO:
PROC. NO: FS-PR-3.04
ORIG. DATE: 12/16/2016
EFF. DATE: 01/09/2017

SCOPE

The provisions of this document apply to all SJCCD personnel responsible for Facilities Services activities and the usage thereof.

DEFINITIONS

Policy – Guidance for management in the decision making process, a general objective.

Procedure – Guidance for employee action or conduct.

Material – Parts, components, lumber, paint, etc.

Property – Item owned by the College.

Equipment – Tools, compressors, generators, mowers, etc.

Vehicles – Trucks, cars, carts, etc.

Funds – Pcard, petty cash, etc.

ROLES AND RESPONSIBILITIES

Board of Trustees – Responsible for policy approval.

Facilities Services Personnel – Responsible for adherence to Policy and Procedure.

PROCEDURES

- I. Use of College Resources for personal use.
 - A. The use of College resources for personal gain is not permitted. Facilities Services personnel will not utilize material, property, equipment, vehicles, funds, or other college owned resources for personal gain, profit, or convenience.
 - i. Exceptions to this might be the use of college vehicles for lunch while out on extended travel or extended college business which overlaps the employee's lunch break.

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- B. Current College policies and procedures govern aspects of this guidance. These are Policy VI-L, V-Q, and Procedure 3-20 / 3-21 among others. Please ensure you adhere to the spirit of this guidance and respect College Resources.

II. SUPPLEMENTARY LINKS OR DOCUMENTS

- A. Policy VI-L <http://www.sanjac.edu/policy-vi-l-policy-use-equipment>
B. Policy V-Q <http://www.sanjac.edu/policy-v-q-policy-fixed-assets>
C. Procedure 3-20 <http://www.sanjac.edu/procedure-3-20-ethical-conduct-and-conflicts-interest>
D. Procedure 3-21 <http://www.sanjac.edu/procedure-3-21-prevention-fraud-and-fraudulent-actions>
E. Policy VI-EE <http://www.sanjac.edu/policy-vi-ee-policy-prevention-fraud-and-fraudulent-actions>
F. College Resources Acknowledgment Facilities Service Communication letter. <file:///\\sjcd-maint\D\Office%20Documents\Procedures\Procedure%20book\archives\Communications%20Meeting%20Facilities%20Services%20Department%20BJ%202016-01-09.docx>