

## **Personal Use of College and State Property**

Equipment, tools, materials, records, documents, etc., that are the property of St. Mary's College and the State of Maryland are to be used for official business purposes only. Employees are not permitted to remove equipment, tools or other materials from the College for personal non-work related use.

College employees are responsible for and may not misuse College property, records, or other materials in the employee's care, custody, and control. If property is damaged or destroyed when in the custody of the employee, the employee may, depending on the circumstances, be required to reimburse the College for the damage caused.

Employees are required to turn in College property to their department head or the personnel office prior to departure from employment. This includes but is not limited to keys, procurement cards, cell phones, uniforms, library books, etc.