

Effective Date:
Revised Date:
Review Date:

North Sound Mental Health Administration

Section 3000 – Fiscal: Laptop Computers

Authorizing Source:
Cancels:
See Also:
Responsible Staff: Fiscal Officer

Approved by: Board of Directors
Motion #: 98-072

Date: 11/19/98

POLICY #3022.00

SUBJECT: LAPTOP COMPUTERS

POLICY

This shall set guidelines for the use of NSRSN laptop computers by its employees.

PROCEDURE

The NSRSN shall provide laptop computers for use by employees who:

1. Require computer capability but are not assigned a permanent desktop computer;
2. Require the use of a computer to conduct regional business while traveling for the NSRSN.

Employees assigned laptop computers shall agree to abide by the requirements outlined in this Policy by signing below and returning this acknowledgment to the NSRSN Office Manager, who shall maintain all laptop computer assignment records.

Use

The use of NSRSN laptop computers is to maximize efficiency of NSRSN business, and restricted to NSRSN **business use only**. Those employees assigned an NSRSN laptop computer shall ensure its security at all times. NSRSN laptop computers shall not be connected to county Internet or data exchange connections.

Responsibility

Should the assigned laptop computer be lost, broken or destroyed while performing NSRSN business, immediate notification shall be given to the Office Manager.

The employee agrees to responsibly handle and maintain the assigned laptop computer. Failure to do so resulting in the laptop computer being lost, stolen, broken or destroyed will become the employee's responsibility for replacement and/or repair.

Employee's Absence from Office

At all times, laptop computers shall be returned to the NSRSN Fiscal Officer in the event of the employee's extended absence from work (vacation, medical leave, etc.). Upon return to work, the employee may retrieve the laptop by contacting the Office Manager.

Effective Date: November 16, 1998

By: _____
Merle D. Adrian
Executive Director

I have read and agree to abide by the foregoing NSRSN Policy on Use of Laptop Computers.

Dated: _____

Signature

ATTACHMENTS

None