

ADMINISTRATIVE PROCEDURE 135

RETURN OF SCHOOL DISTRICT PROPERTY

BACKGROUND

Upon retirement, resignation, or after ceasing any employment, all school district property is to be returned by the employee to their supervisor.

For any full-time leave over 30 calendar days, all school district property is to be returned by the employee to their supervisor.

PROCEDURES

1. The supervisor is responsible for ensuring the return of equipment by an employee.
 - 1.1. For any full-time leave exceeding 30 calendar days, all District-provided cellphone and travel allowances will be suspended effective the 31st calendar day of leave. Allowances will remain inactive for the duration of the leave and will be reinstated upon the employee's return to work.
 - 1.2. If an employee is uncertain who to contact, they may reach out to Human Resources for support with the return of school district equipment.
2. Property that must be returned to the supervisor, includes but is not limited to:
 - 2.1. Information technology items such as laptops, monitors, keyboards, mice, tablets, docking stations;
 - 2.2. Cellphones;
 - 2.3. Keys and FOBs/access cards;
 - 2.4. Board supplied tools, materials, vehicles, and any equipment (such as home office supplies);
 - 2.5. Any physical documents or information; or,
 - 2.6. Any confidential information including digital files that contain personally identifiable information.
3. If the employee identifies they are unable to return these items due to physical disability or impairment, they shall notify their supervisor and/or Human Resources and accommodations will be made to collect school district property.
4. Items that are not returned may be subject to replacement costs, disciplinary actions, or criminal charges.
5. All exceptions must be approved by the supervisor and the Secretary-Treasurer.

Date Approved: January 12, 2026

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