

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 200-46</b>
<b>Subject: PROPERTY ASSIGNED TO FCPS EMPLOYEES - PROCEDURES FOR ISSUANCE AND RETURN</b>	<b>Issued: 8/1/96</b>
<b>Preparing Office: Office of the Superintendent</b>	<b>Amended Date: 11/4/16</b>

I. Policy

II. Procedures

- A. This regulation applies to all school-based or central office-based employees and outlines the process to issue and collect Frederick County Public Schools (FCPS) property assigned to an employee in accordance with their job assignment at a particular FCPS location.
- B. Property belonging to FCPS must be assigned by the supervisor to an employee by completing the *Employee Receipt for FCPS Property Issued* form, which may be obtained via "Form Finder" on the Intranet at InsideFCPS. (<http://formfinder.fcps.org/>)
- C. Initial Assignment of FCPS Property
1. Property will be assigned to regular and/or non-benefited employees on the *Employee Receipt for FCPS Property Issued* form (<http://formfinder.fcps.org/>). Assigned property must be housed and maintained within FCPS facilities unless otherwise authorized.
  2. All FCPS property valued at more than \$50 (individually or as a set) that is issued to an employee must be recorded on the *Employee Receipt for FCPS Property Issued* form.
  3. By signing the *Employee Receipt for FCPS Property Issued* form, the employee accepts personal financial responsibility for the loss of or damage to (due to misuse/abuse as determined by the supervisor) property listed on the form.
  4. A copy of the *Employee Receipt for FCPS Property Issued* form will be maintained by the employee's supervisor or their designee. A second copy will be forwarded to the individual responsible for the annual inventory if other than the supervisor. A third copy will be provided to the employee after signing.
  5. Property assigned to a school-based ten-month or eleven-month employee will reflect a return date at the end of his/her work year. It is mandatory that schools use a log to ensure that all property is returned, which is enforced by using a year-end certification process. Certifications will be maintained by the school's front office.
- D. Return of FCPS Property
1. Any employee who transfers to a new work location, resigns, retires, or otherwise severs employment with FCPS must account for and return to their immediate supervisor property assigned to them.
  2. Supervisors are responsible for insuring that the property is returned by completing the *Employee Exit Property Recovery Checklist* form, which may be obtained via "Form Finder" on the Intranet at InsideFCPS. (<http://formfinder.fcps.org/>).
  3. Supervisors should refer to the employee's signed *Employee Receipt for FCPS Property Issued* form to facilitate the return of items from the employee.

4. Failure of the employee to return assigned equipment will be reported immediately to the accounting manager. Upon notification, wages equal to the current value of the property will be withheld or the employee invoiced.

Cross-reference

FCPS Regulations:

- 200-29 – School Security and Facility Access
- 300-35 – Severance of Employment for Professional Personnel/References
- 300-36 – Employment and Severance Process for Support Personnel
- 300-41 – Non-Benefited Employees

InsideFCPS > FCPS Property – Issuance To/Return From Employees for all content associated with the process

Approved:

*original signed by*

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Theresa R. Alban  
Superintendent