1. MUSC ISSUED EQUIPMENT:

A. The Engineering and Facilities Unit is committed to providing its employees with the proper equipment to efficiently do their job. This equipment includes Tools, Pagers, Cellular Phones, PDA’s, VHF Radio’s, Keys, Laptop computers or other electronic devices.

B. All employees are expected to properly maintain MUSC issued equipment to effectively perform the task associated with their jobs.

C. Employees who destroy, damage, misuse or deface their MUSC issued equipment are negligent and will be subject to disciplinary action for destruction, misuse or defacing of property or equipment.

1st Occurrence - Employees will be given a written reprimand for negligence. The supervisor has the option of sending the employee home without pay since the employee does not have the proper equipment to do the job. The employee can remain off the job until the equipment is properly replaced or repaired.

2nd Occurrence - Employees who destroy, damage, misuse or deface MUSC owned equipment a 2nd time due to negligence may be subject to further disciplinary action up to and including termination.

D. Employees who forget their MUSC issued equipment are considered negligent and will be subject to disciplinary action.

1st Occurrence - Employees may be issued a written reprimand. The supervisor has the option of sending the employee home without pay since the employee does not have the proper equipment to do his job. The employee can remain off the job until the equipment is properly returned.

2nd Occurrence - Employees who forget MUSC owned equipment a 2nd time may be subject to further disciplinary action up to and including termination.

Progressive discipline will be issued in conjunction with MUSC, Department of Human Resources Management, Policy 45, Disciplinary Action.