



Personal Effects and Appearance of Office

[Owner: Office of Human Resources]

Personal Effects

Employees are cautioned not to leave personal effects (purses, keys, jewelry, etc.) on top of desks, office furniture, etc. Personal belongings should be locked securely when employees are away from their office area. The employee is responsible for the loss of their personal property.

Appearance of Office

In an effort to maintain a proper appearance of the offices, desktops and floors should be left in an orderly fashion at the end of the day. This aids in properly cleaning and dusting offices. Desks and files should be locked to protect confidential and valuable materials. Employees who lock any desk, filing cabinet or container or other area under their control must also provide the Director or supervisor with a key.