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INFORMATION TECHNOLOGY EQUIPMENT RECEIPT AND RETURN POLICY

February 6, 2018

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1.00 GENERAL

1.01. References:

- Texas Workforce Commission Transportable Equipment Policy and Procedures
- 1.01.02. Texas Workforce Commission Enterprise Information Security Standards and Guidelines
- 1.01.03. Workforce Solutions of Central Texas (WSCT) Human Resources Policy and Procedures Revision 1, Section 14.00, dated 1 October 2017
- 1.01.04. Workforce Solutions of Central Texas Social Media Policy, Revision 1, dated October 1, 2017

1.02. **Purpose:** this policy outlines the process by which designated employees of Workforce Solutions of Central Texas (WSCT) and other designated individuals receive and return transportable, WSCT-owned Information Technology (IT) devices. It also provides policy guidance on the use and care of these devices and responsibilities related thereto.

1.03. **Disclaimer:** Policies, procedures, and/or benefits summarized in this and all other WSCT policy and procedures manuals and policy letters are not contractual in nature. Workforce Solutions of Central Texas reserves the right to change, modify, add, or delete any policy at any time with or without prior notification or approval.

1.04. **Discrimination:** Persons receiving and using IT devices will not be discriminated against by reasons of race, age, religion, color, disability, national origin, gender, political affiliation, beliefs, genetic tests and information, citizenship, and for beneficiaries only, citizenship or participation in any WIOA financially assisted program or activity.

1.05. Definitions:

- 1.05.01. WSCT-Owned Information Technology (IT) Devices: Any item or device of a technology nature purchased and owned by WSCT for the purpose of conducting WSCT business.
- 1.05.02. Transportable Information Technology Devices: Items of an IT nature that may be carried from place to place in the conduct of WSCT business. This may include, but is not limited to, laptop computers, cell phones, recording devices, camcorders or digital video devices, printers and scanners, cameras, or other such items.

2.00 POLICY

2.01. Transportable IT devices may be provided to WSCT staff members having a need to travel place to place or to work at a location other than their assigned office and require these devices to conduct WSCT business. Supervisors shall determine the need and the staff members designated to receive these items. Supervisors will communicate their needs to the IT manager.

2.02. The IT Manager or his/her designee assumes the responsibility to attain and issue the requested devices to the supervisor. The supervisor will sign for them using the WSCT Receipt/Return Form for Technology Equipment. The supervisor assumes responsibility for the items until such time as he/she issues them to the receiving staff member using a new form.

2.03. If the supervisor and IT Manager agree, the IT device may be issued directly to the staff member by the IT Manager or designee. In this case, the person issuing the device will sign in place of the supervisor. A copy will be furnished to the user's supervisor and to the Workforce Board.

2.04. While in the possession of the user, WSCT-owned IT devices will be protected to the best of the user's ability from theft, loss, damage or abuse. The WSCT Human Resources Policy, Revision 1, Section 14.00 dated 1 October 2017 and the WSCT Social Media Policy, Revision 1, dated 1 October 2018 both contain other specific policy concerning the use of IT devices and hardware.

- 2.04.01. Abuse: includes the improper use of the IT device or the abuse of the privilege of having the device. Abuse may result in the staff member being denied the use of the device.
 1. Users may be held accountable for improper use of a device when the use results in harm or damage to WSCT business practices, customers, or other staff members and agencies.
 2. Such accountability may include, depending on the nature of the use, progressive administrative discipline up to and including loss of employment. Depending on the nature and severity of the abuse, liability could result in criminal charges.
- 2.04.02. Loss, Damage, or Theft: Users may be held liable for loss, damage, or theft of transportable WSCT devices issued to them. Loss, damage, or theft will be reported immediately to the supervisor and the IT Manager. The supervisor shall investigate the circumstances of the loss, damage, or theft and inform the IT Manager. Liability may be established based on the circumstances and the findings of the investigation.
- 2.04.03. Physical Security: Users are responsible at all times for the physical security of the IT devices issued to them, especially when traveling. Devices will not be left in automobiles in plain sight but should be secured in a locked trunk or similar secure storage place. Devices will be kept in sight of the user at all times when conducting business at another location.
- 2.04.04. Computers shall not be taken into and used in connection with any business establishment's Wi-Fi network such as public areas, coffee shops, or eating places.

2.05. WSCT Receipt/Return Form for Technology Equipment:

- 2.05.01. This form is used to document the issue and return of transportable IT devices to designated WSCT staff. Upon signature of the form, the receiving staff member is agreeing to the terms of this and other TWC and WSCT policies and procedures concerning use and security of the device.
- 2.05.02. Disposition: Following all transactions using this form, copies will be provided to the IT Manager and the supervisor concerned. A copy will also be furnished to the Workforce Board. The form may be found in digital format in the WSCT Intranet.