

Toronto District School Board

Operational Procedure PR656

Title: **EMPLOYEE/TRUSTEE EQUIPMENT CHECKLIST**

Adopted: June 25, 2002

Revised: March 29, 2004, January 31, 2007, **October 29, 2012**

Reviewed:

Authorization: Director's Council

1.0 OBJECTIVE

To provide information to supervisors and officials concerning the tracking of job-related resources used by trustees and employees.

2.0 RESPONSIBILITY

Chief Financial Officer, Business Services

3.0 DEFINITION

TDSB provides staff and trustees with specific job-related resources to enable them to fulfill their roles. It is the Board's responsibility to manage and account for these resources properly.

3.0 PROCEDURES

To this end supervisors and officials must complete the Employee/Trustee Equipment Checklist (Form 656A) for any trustee and staff member who is leaving the Board or their department/school (i.e. transfer) where resources have been provided.

Technological equipment such as desktop computers, laptops, notebooks, tablets, handheld devices (e.g. Smartphones, cellular phones) are not available for employee purchase. Retaining this usable equipment and redeploying to other staff will extend their useful life and help TDSB reduce administrative costs.

This process ensures that usable equipment is retained within the Board for redeployment to areas in need.

4.0 REFERENCE DOCUMENTS

Form 656A, Equipment Checklist
Operational Procedure, PR610, Disposition of Devices and Access (for school administrators)