
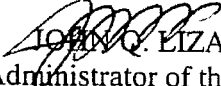


JUDICIARY OF GUAM POLICY AND PROCEDURES

 Judiciary of Guam	Department: ADMINISTRATIVE OFFICE OF THE COURTS
TITLE: EMPLOYEE PERSONAL PROPERTY POLICY	EFFECTIVE DATE: APRIL 5, 2018
REVISED DATE: APRIL 5, 2018	APPROVED BY:  JOHN Q. LIZAMA Administrator of the Courts

POLICY AND PROCEDURES: It is the policy of the Judiciary of Guam (hereinafter “Judiciary”) that employees refrain from bringing unnecessary personal property to the Judiciary’s workplace facilities. The Judiciary recognizes that employees may need to bring certain personal items to work. However, personal property that is not related to the employee’s job performance may disrupt work or pose a safety risk to other employees. The Judiciary may request the removal of personal property that poses a safety issue or is inappropriate to the Judiciary’s operations.

NO LIABILITY: For those personal property items brought to the workplace, employees are expected to exercise reasonable care to safeguard personal items. The Judiciary assumes no liability for the damage, loss or theft of an employee’s personal property brought into the workplace. This also applies to personal property left in vehicles parked on the Judiciary’s property and parking lots. Employees who are concerned about the safety of their personal items should leave them at home and not bring them to the workplace.

THEFT OF PERSONAL PROPERTY: In the event that an employee experiences a theft of personal property at the workplace, the employee should report the theft to their immediate supervisor. The supervisor will report the theft to the Division Manager and the Marshal of the Courts. The employee, where necessary, will be responsible for contacting outside law enforcement officials concerning the theft.

INSURANCE: All Judiciary employees should be sure that their own personal insurance policies cover the damage, loss or theft of their personal property brought into the Judiciary’s property.

INVENTORY OF PERSONAL PROPERTY: It is recommended that all Judiciary employees who do bring personal property into the workplace execute The Judiciary of Guam Employee’s Personal Property form (attached hereto). Execution of this form is highly recommended for personal property brought into the workplace for long-term use and for items of equipment brought into the workplace for short periods of time on a frequent basis. The Judiciary will rely upon this completed form in the event of a conflict over ownership of the property and when an employee seeks to remove the property.

ACCESS: Employees are reminded that all storage facilities, offices and workspaces, including desks and lockers, are the property of the Judiciary, and the Judiciary reserves the right to have access to these areas and to such property consistent with the laws of the Territory of Guam.

Judiciary of Guam Employee's Personal Property

Employee's Name		Title/Classification	
Department/Division		Location/Address	
Quantity	Item	Complete Description (manufacturer, serial #, color, etc.)	

(Continue listing on additional pages if needed)

Check the appropriate box below, then sign and date the form.

- I have brought the above item(s) to my work as stipulated in the terms and conditions of my employment.
- I have voluntarily brought the above item(s) to my area of employment. I recognize that the Judiciary of Guam assumes no responsibility for these items or for any damages thereto, except as provided by law.

I will update this list if there are any additions or deletions to it at any time.

Employee's Signature

Date

Supervisor's Signature

Date

REMOVAL OF PROPERTY: The employee's supervisor must sign this form verifying that the listed items have been removed from the place of employment upon the employee's transfer, resignation or termination. I certify that the employee listed above has removed his/her personal property from this office.

Supervisor's Signature

Date

WHEN TO USE THIS FORM

An employee should complete this form for any personal items brought to his/her place of employment of a pilferable nature for which a conflict over ownership may arise when the employee seeks to remove the items. Items that are brought into the place of employment for long-term use should be recorded on this form. In addition, items of equipment brought in the place of employment for short periods of time on a frequent basis should also be recorded.

Distribute one copy of this form to the Property and Asset Management Specialist or Procurement Facilities Management Administrator, one to the Supervisor and one copy to the Employee.