



**8.10. Personal Property.** Employees are requested to keep personal property at the workplace to a minimum (i.e. pictures, awards, knick- knacks, etc.); however, by bringing such items to work the employee assumes all risk of loss due to theft, breakage, or any other type of damage to such property. Personal items that may be offensive to others, including items that may violate the District’s harassment or discrimination policies, may not be brought into the workplace. Personal use of electronic devices (cell phones, tablets, mp3 players, etc.) for phone calls, texting, or other electronic communication shall be restricted for use in the break room or private offices except in case of emergency or when used for District business.