

THE DASG SENATE OFFICE USE POLICY

Office Access

1. Guests may occupy the office only when DASG Senator(s) are also present.
2. The Executive Office is to remain unoccupied except when: an Executive Officer is present, supplies are being retrieved, or when a person has been invited by an Executive Officer to perform official duties. No guests may enter the Executive Office without approval from an Executive Officer.
3. Anyone who is not an Executive Officer may be asked to leave the Executive Office.
4. Any item placed or posted in the Senate Office requires approval from an Executive Officer.

Office Hours

1. Senators must maintain office hours as specified by the DASG Bylaws.
2. Two (2) unexcused missed office hours equals to one (1) unexcused absence.

Cleanliness

1. Use lockers to store all personal items when not present.
2. Return items to their original location/position after use.
3. Bicycles are not allowed anywhere inside the office.
4. Any foreign object in the DASG Senate Office will be placed in the DASG Lost and Found Box. Items in the DASG Lost and Found Box that have been there in excess of thirty (30) days will be turned in to the De Anza Campus Police Office.
5. Wash dishes immediately after use and dispose of any food and utensil waste.

Computer Use

1. All computers must remain off or in stand-by mode when not in use.
2. All computers are to be shared among all DASG Senators. No DASG Senator shall claim that they have exclusive access to any computer.
3. Moderate personal use is allowed as long as DASG Senate business takes priority.
4. Do not have distracting and/or loud content when using the computers.
5. Do not leave personal and unnecessary files on the computers.
6. Do not change computer settings.
7. Guests may use computers with approval by a DASG Senator currently in the DASG Senate Office.
8. Computer passwords will be changed annually.

Professionalism

1. Refrain from yelling in any location.
2. Always be respectful.

Equipment and Supplies

1. Any member of the Senate may use any equipment in the office with priority of use going to persons performing official business.
2. Guests may use printers as long as it is for DASG Senate business.
3. Only current DASG Senators and Interns may use the kitchen equipment and cabinets (kitchen equipment refers to fridge, kettle, microwave, etc.)
4. Label food items with your name and date placed in the fridge. Food items left in the fridge for more than three (3) days will be disposed of.

Violations

1. An oral warning will be given for the first offense.
2. Further violation(s) will have disciplinary action taken by the Executive Advisory Committee.
3. If deemed necessary, a repeating violator may be banned from the DASG Senate Office.

Adopted: 5/26/2010
Amended: 11/7/2018
Amended: 5/29/2019
Amended: 3/17/2021