



## Personnel Policy

Use of County Property

**Control Number**  
HR030

**Policy Date**  
06/06/2006

**Revision Date**  
03/04/2024

### Purpose

To define employee responsibility for County property

### Scope

All regular, full time employees, budgeted thirty-two (32) hour employees, and part time employees

### Policy Statement

County-owned property, including, but not limited to, supplies, tools, materials, equipment, uniforms and vehicles is intended for official County business and County supported events. County property should not be removed from premises except to conduct County business.

Employees may be issued or have access to County property in the course and scope of employment and are expected to maintain such property in proper and safe working condition.

### Guidelines

Personal use of County property is not permitted.

Any loss or damage to County property should be reported immediately to the Department Head or Supervisor.

Employees may be held responsible for lost or damaged property due to negligence, misuse or abuse.

Upon termination of employment, employees are expected to return any County property assigned or otherwise in their possession.

Department Heads will determine if an employee is responsible for replacement or repair costs for County property. This cost may be deducted from an employee's wages, including the final paycheck in accordance with FLSA (Fair Labor Standards Act) regulations.

### Authority

The County Manager must approve any exceptions to the use of County-owned property and is authorized to develop or enforce any administrative policy and/or procedures governing the use of County Property. The County Manager may also assign such authority to a designee.

### Disciplinary Action

Any violation of this policy will be considered unacceptable personal conduct and is subject to discipline up to and including termination.



**Personnel Policy**

Use of County Property

**Control Number**  
HR030

**Policy Date**  
06/06/2006

**Revision Date**  
03/04/2024

**Reference**

Replaces: Personnel Policy dated, June 5, 2006  
Article V. Conditions of Employment; Section 8. Use of County Property