

CITY OF FRISCO

ADMINISTRATIVE DIRECTIVES

Topic: CITY PROPERTY AND EQUIPMENT

Effective Date: 09/10/11

Approved By: Ordinance 04-12-80

Revision Date: 12/07/04

STATEMENT OF PURPOSE:

This policy outlines the expectations for care, maintenance, use and operation of all City property and equipment.

APPLICABILITY:

The guidelines in this policy apply to all users of City property and equipment.

PROCEDURES:

Use of City Property and Supplies: All desks, lockers, vehicles, equipment and supplies purchased or leased by the City of Frisco are the properties of the City and as such are to be used primarily for job-related purposes.

Use of City Equipment: All desk, lockers, vehicles, and equipment assigned to employees remain the property of the City of Frisco and may be inspected by a Department Director, or his/her designee, without notice. If an employee chooses to lock belongings in City property, he or she must be sure the Department Director has a copy of the key or combination which can be used in the event of the employee's absence from work.

Personal Property: Employees are expected to exercise reasonable care to safeguard personal items brought to work. The City is not responsible for the loss, damage, or theft of personal belongings.

Employee Responsibility: An employee who causes or permits loss or damage to City property or issued equipment to occur through a negligent act or through omission, or otherwise misuses or abuses city property or equipment, may be subject to a pay reduction for the loss or damage, as well as other disciplinary action.

Determination of Liability: When an employee causes damage to City property, the Department Director of an employee affected by the directive will work with Human Resources to determine employee liability and will provide any necessary documentation if requested. The director will submit a copy of the documents

considered in determining liability as well as the proposed findings to the affected employee. The employee has the right to respond in writing within five (5) working days. After reviewing the employee's response, the Department Director will then render a final decision within five (5) working days. The employee may appeal the decision of the Director as stated in the complaint and grievance policy.

Recovery of Money by the City: Upon recommendation by the Department Director of the employee's unauthorized, use, or willful misconduct, the responsible employee's net pay may be reduce each pay period in the amount not to exceed 10% of the determined value until the City has recouped the amount to be recovered. The Department Director may recommend electing to recoup less than the full amount of damage or loss.