

Category: 300

Number: 327

Policy: COUNTY PROPERTY, PERSONAL PROPERTY AND PERSONAL BUSINESS

Purpose: The purpose of this policy is to define and serve as primary document for County property, personal property and personal business.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy speaks primarily to County Officials, Appointed, Elected and Confidential and Non-Union Employees (CANUE). Employees who are members of Unions should consult the applicable collective bargaining agreement. Where a collective bargaining agreement is silent, this policy will apply.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

COUNTY PROPERTY

County property shall not be removed from or taken from the premises without the knowledge and approval of a supervisor. This policy does not extend to tools or equipment required to perform tasks away from the departmental location such as tools necessary for the repair and maintenance of a County owned or leased facility.

An employee must report lost or stolen property at his/her earliest opportunity to a supervisor as well as the Risk Manager in the Administrator/Controller's office. An employee who fails to report lost or stolen property in a timely manner and/or is negligent in properly safe guarding the property is subject to discipline and may be responsible for the replacement value of the property.

Property, such as tools and equipment, damaged as a result of an employee's negligence may be subject to discipline. The employee may be responsible for the replacement value of the property.

PERSONAL PROPERTY

Employees are advised not to maintain personal property items at their workstations. The County is not responsible for personal property items, which may become broken, damaged or stolen. Additionally, the County is not responsible for clothing that becomes soiled or damaged during the course of duties.

PERSONAL BUSINESS

County employees shall do as little personal business on work time as possible. County employees should not use equipment or materials to conduct personal business whether during regularly scheduled work hours or on personal time.

County employees, including department heads and/or supervisors, should use common sense in complying with this policy. It is the intent of this policy to guard against excesses that adversely affect employee performance and/or represent a misuse of the resources designed to further the business of the County.

For further information, an employee may contact the Human Resources department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted: June 17, 2021