

City of New London

Policy on the use of City Equipment

Issued: Jan 7, 2009

Revised:

Use at work: Employees are expected to use equipment issued to them for the intended purpose and to use due care so that it lasts its expected life. Employees are expected to report accidental breakage, mysterious disappearance, theft, abuse or misuse of any City equipment, not just their own. This is for the safety of all employees and the efficient operations of the City. The term "equipment" is used generally and means every kind of equipment used in the City: autos, trucks, copy machines, computers, laptops, tools, ladders, tables chairs etc.

Use away from work: With the permission of a supervisor employees may "borrow" City equipment for personal use. Such use must be temporary, not to exceed three days and the employee must assume complete responsibility for the equipment. This means that the employee must repair or replace equipment in her/his custody if it is broken, lost or stolen. The supervisor is to inspect equipment borrowed on its return to see that it is in the same condition as when lent. There is no implied right to use City equipment, and the supervisor may refuse its use outside of work.

Use outside of work includes personal use of equipment while on breaks, lunch, after work hours or over the weekend.

Reimbursement: Employees must pay the cost of consumables used in excess of \$10.00. Such consumables are postage, paper, ink, nails, fuel, etc.

Work related used use: Employees are encouraged to participate in professional and civic associations. At times such service involves doing mailings, newsletters, phone calling, email blasts and other such work on behalf of the group. In so far as such work is uncompensated by the group employees may do these things on City equipment with the permission of the supervisor. It is expected that the cost of consumables will be reimbursed by the organization, if this is not the case this must be discussed with the supervisor.