




POLICY AND PROCEDURE STATEMENT

SUBJECT USE OF VILLAGE PROPERTY	PAGE 1 OF 1	DATE EFFECTIVE JULY 1, 2018	
SECTION/POLICY NO. 5.02	APPROVED BY  MAYOR	SUPERSEDES NEW	
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/31/2017
REFERENCE	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES	

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. No employee shall use Village property, including lands, buildings, equipment or supplies, for any personal purpose.
- II. Procedure for not following I.

PURPOSE:

- I. To comply with local, state, and federal regulations.
- II. To protect employees and the public.

PROCEDURE:

1. No employee shall use Village property, including lands, buildings, equipment or supplies, for any personal purpose.
2. In an emergency, the Mayor, the Appointing Authority, or designee may overrule this policy.
3. Any deviation from this policy will be grounds for disciplinary action up to and including dismissal.