




## POLICY AND PROCEDURE STATEMENT

<b>SUBJECT</b> TOOLS, SUPPLIES, AND EQUIPMENT	<b>PAGE 1 OF 2</b>	<b>DATE EFFECTIVE</b> JULY 1, 2018		
<b>SECTION/POLICY NO.</b> 5.06	<b>APPROVED BY</b>  MAYOR	<b>SUPERSEDES</b> NEW		
<b>PREPARED BY</b> VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	<b>APPROVAL DATE</b>	<b>ISSUE DATE</b> 12/31/2017	<b>REVIEW DATE</b>
<b>REFERENCE</b> 5.04 CELL PHONE/HAND HELD DEVICE & SECTION SIX	 PERSONNEL/BENEFIT COMMITTEE	<b>DISTRIBUTION LIST</b> 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 tools, equipment, and supplies for any personal purpose.
- II. Procedures for not following I.

**PURPOSE:**

- I. When tools, supplies, and equipment are needed to perform job duties and are provided by the Village, the responsibility of employees is to see that they are properly used and maintained.
- II. To protect employees and the public assets.

**PROCEDURE:**

1. Misuse, neglect, theft or abuse of tools, supplies and equipment is prohibited. Accidents involving misuse of tools or equipment will be cause for disciplinary action. Loss of equipment will require payment by the employee for equipment lost.
2. As indicated in Policy Statement II a process and documented procedure must be present not to comply with the Purpose of this Policy "to protect employees and the public asset".
  - a. Process and documented procedure Exhibit A "Use of Tools, Supplies, and Equipment Form"



Village of Ashville



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## ASHVILLE'S LOAN OF EQUIPMENT FORM

**PLEASE NOTE:** Equipment **must not** be left unattended in a vehicle.

Name: \_\_\_\_\_ Tel no: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

**Description of equipment borrowed**

**Serial numbers**

- |         |       |
|---------|-------|
| 1. .... | ..... |
| 2. .... | ..... |

**Specified return date:**

*Declaration*

I agree to the safekeeping of the equipment detailed above and to return all items on the date specified.

Any loss or damage to the equipment may result in a claim from the department for reimbursement of policy excess or any reasonable costs incurred.

If you are borrowing University equipment for one year or longer, you are **required to return** the equipment to the department for checking at the end of each year

Signed: \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

**Office use only**

**I confirm that the above item(s) have been returned in a satisfactory condition.**

Signed: \_\_\_\_\_

**Notes:** Any person (staff) taking equipment for use off Ashville premises must sign a "Loan of Equipment" form accepting responsibility for its safekeeping. The form includes a statement whereby the person signing accepts financial contribution to the Village in the event of loss caused by their negligence. To safeguard the Village and the individual concerned it is always recommended that anyone borrowing equipment should add it onto their household contents cover whilst they are responsible for its safekeeping, even though they do not actually own it. For your own insurers to agree to offer indemnity, there must be proof of responsibility – i.e. the Loan of Equipment Form, it is therefore essential that this form is completed.