

# HUMAN RESOURCE POLICY

#39 (ADMIN)

## USE OF CITY FACILITIES, TOOLS, & EQUIPMENT

Approved by: **Personnel Board** 3/28/2013

**City Council** 2/25/2014

**Mayor of Omaha:** Jean Stothert  
**City Council President:** Pete Festersen  
**Human Resource Director:** Michele Frost

*Pursuant to the Omaha Municipal Code, Section 23-65, this document is a Human Resource policy of the City of Omaha. Please check the City's website, <http://www.cityofomaha.org/humanresources/public-documents/hr-policies> for the latest version of this policy. Where no policy or guideline exists or if there are questions on this policy, please contact the Assistant Human Resources Director/Labor Relations Director in the Human Resources Department.*

### **Purpose:**

The City provides facilities and equipment to employees so that they can perform their assigned duties (tools, trash dumping areas, car washes and designated vehicle washing areas, mowers, vehicles, computers, etc.). The purpose of this policy is to establish guidelines for employees and to make clear that the use of any City equipment or facilities must be for the sole benefit of the City.

### **Policy:**

The City makes available various facilities, tools, and equipment so that employees may perform their City job functions. Such facilities, tools, and equipment are provided to employees solely for their use in the performance of their official City job duties. Employees are not permitted to use such facilities, tools, and equipment, for any non-City related use. This means that tools and equipment may not be "borrowed" for use on an employee's personal projects; nor may City facilities be used for employee's personal benefit. For example, employees are not allowed to use either the City's car wash or trash dumping facilities for their own personal use.

This prohibition against employees using facilities, tools, and equipment for their personal benefit applies to all employees and no employee (including a City supervisor) has the right or authority to grant another employee permission to use such facilities, tools, and equipment in violation of this policy. This policy applies irrespective of any past policies or practices which may have allowed employees personal use of such facilities, tools, and equipment. Employees witnessing or knowing of a violation of this policy should contact their immediate supervisor, or in the case of a supervisor violating the policy, the employee should contact either a department director, division manager, or the Assistant Human Resources Director/Labor Relations Director.

Employees are required to use all tools and equipment in accordance with any user manuals, any applicable department or division manual, safety guidelines, or any other City policies or directives.

Additionally, employees may not take any discarded City tools, equipment, property, scrap items (including any scrap metal located on the City's scrap metal heap), or trash. Once again, this prohibition applies to all employees and no employee (including a City supervisor) has the right or authority to grant another employee permission to take any discarded City items in violation of this policy.

Any infraction of this policy may subject the violator to disciplinary action, up to and including termination, and possible criminal prosecution.