

Cayuga County Policy
Prohibiting the Personal Use of County Equipment
Policy No. 19

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Adopted 1-26-16 – Resolution No. 46-16

Combining Policies No. 19 (Equipment Policy) and 19a (Prohibiting the Personal Use of County Equipment), into one policy, Policy No. 19 “Prohibiting the Personal Use of County Equipment, Resolution No. 157-10 Policy No. 19a

Replaces Policy No. 19a, Resolution No. 255-10 of 5-25-10 Equipment Policy

Supersedes Policy of 3/23/10

PROHIBITING THE PERSONAL USE OF COUNTY EQUIPMENT

WHEREAS, the Cayuga County Employee Handbook adopted March 2008 by Resolution No. 210-08, and as amended by Resolution No. 281-09 and Resolution No. 109-09 states at page 16: “Equipment Use: County owned or leased **equipment**, property are provided to county officers and employees for the conduct of County business. They are not provided for personal use or gain. Personal use of county equipment is strictly prohibited unless authorized by the **IT Policy dated 1-26-16, No. 11 , sections 1 to 29**, department head or in an emergency situation.”; and

WHEREAS, there is no corresponding provision or restriction contained in the Cayuga County Employee Handbook for Non-represented Employees; and

WHEREAS, the County wishes to clarify the County’s position on an employee’s use of County equipment; now, therefore be it

Resolved, that the County of Cayuga hereby adopt the following policy related to employee use of County equipment:

“County owned or leased **equipment**, property are provided to county officers and employees for the conduct of County business. They are not provided for personal use or gain. Personal use of county equipment is strictly prohibited unless authorized by the **IT Policy dated 1-26-16, No. 11 , sections 1 to 29**, department head or in an emergency situation.”

and, be it further

RESOLVED, that the use of County owned or leased equipment will not be a tax liability to the employees of Cayuga County.

Note: Policy shall be reviewed periodically by the Government Operations Committee, The Director of Information Technology and the Clerk of the Legislature. Any revisions approved by the Legislature shall be distributed to departments by the Clerk of the Legislature.