

1-16-20-8

RESOLUTION NO. 410-16 1-26-16 COL Amend Policy use of Co.Equip

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, (Attached)

BY: Hon. _____, Chairman Government Operations

WHEREAS, the County Legislature has adopted numerous policies and procedures for conducting County business and others which are mandated by Federal and State governments; and

WHEREAS, the County wishes to **Combine 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, (Attached)**; now, therefore be it

RESOLVED, the County Legislature does hereby adopt the attached amended Prohibiting the Personal Use of County Equipment, Policy No. 19; and be it further

RESOLVED, that said amended policy number 19 in the County Policy Manual be distributed by the Clerk of the Legislature to all County Department Heads; and it is further

RESOLVED, that this resolution will take effect immediately upon adoption.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 26TH DAY OF JANUARY 2016 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

1-27-16 9:18AM


CLERK, CAYUGA COUNTY LEGISLATURE

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

Policy No. 19

Adopted 1-26-16 – Resolution No. _____

Supersedes Policy of 3/23/10

Resolution No. 157-10 Policy No. 19a

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

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.

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

Policy No. 19

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

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