



Employee Responsibility for County Property

Policy

It is the policy of Summit County Office of Information Technology to follow the County of Summit Employee Responsibility for County Property Policy of the Executive's Office Department of Human Resource and to comply with Summit County Codified Ordinance Section 169.14 (f) and 169.25.

Procedure

All employees are responsible for the proper care of any tools, materials, equipment, or vehicles assigned for the performance of their jobs. No County tools, equipment, materials, or vehicles shall be used for any purpose other than authorized work-related activities. No County tools, equipment or materials shall be taken from the worksite for any purpose unless specifically authorized by the employee's supervisor and/or Chief Information Officer. Any violation of these requirements may subject an employee to discipline, up to and including termination.

Upon separation from County employment, employees must return all County property including, but not limited to County-issued cell phones, laptop computers, badges, keys, uniforms, and other such materials and equipment.