

POLICY # A3-5.1

PROPERTY POLICY ALL EMPLOYEES

It is the policy of the Town of Wayland that all documents, memoranda, notes, lists, records, computer files and other documents and records (and all copies thereof) made or compiled by employees or made available as a result of employment with the Town of Wayland are considered to be the property of the Town. All business machines, equipment, tools, supplies, ID cards, keys, uniforms, etc. supplied by the Town and used in the performance of employees' job duties are considered to be the property of the Town. All of the aforementioned items are to be turned over to a supervisor upon request or delivered to the Town promptly upon termination of employment.

Personal Property

Employees are not encouraged to utilize their personal property in the performance of their duties without prior authorization from their supervisor. In addition, employees are urged to exercise care with their valuables and to keep them in a safe place while on the job. The Town cannot and does not assume responsibility for missing or damaged personal property.

Personnel Board Approved

June 29, 2004