
 Town of Swansboro	<b>Personnel Policy</b>		<b>Conditions of Employment Use of Town Property and Equipment</b>	
	Number: Article V; Section 11	Revisions:	Effective Date: November 20, 2012	Page of 1 2
	Supersedes:		Approved By: 	

**ARTICLE V. CONDITIONS OF EMPLOYMENT**

**Section 11. Use of Town Property and Equipment**

Town equipment, materials, tools and supplies shall not be available for personal use and are not to be removed from Town property except in the conduct of official Town business, unless approved by the Town Manager. No employee shall purchase for personal use any equipment or supplies through Town purchase accounts.

**Vehicles:** An employee shall care for vehicles and equipment owned by the Town in the same responsible manner in which he/she should care for his/her own. Vehicles are to be used for official Town business and personal use of Town vehicles and use of Town gasoline in privately owned vehicles is strictly prohibited.

Use of Town vehicles for commuting to and from work shall usually be limited to an employee who is subject to emergency callback to work. No individual shall operate or ride in a town vehicle except as is required for the conduct of official town business.

In some instances Town vehicles will be provided to certain personnel for town business only. If a Town vehicle is involved in an accident either on public or private property, the Police Department and the Town Manager shall be notified immediately. Once contacted, the Town Manager shall notify the Board.

**Telephones, e-mail and Internet:** Usage of Town telephones and computers for personal communications and Internet connections or e-mail for personal reasons should be brief. Employees shall not access pornographic sites or inappropriate networking sites through Town equipment, or use Town phones for personal long-distance calls.

Also, employees are warned that although they may have personal social networking sites, they are cautioned, on their personal networking sites, not show themselves in a Town uniform, make disparaging comments about coworkers or citizens encountered on the job, or purport to represent the Town.

All employee workstations and work activity are subject to monitoring, audit and review by the employer. And, under North Carolina law, e-mail sent or received by the Town is considered a

public record and is subject to inspection upon request.

**Surrender of property:** An employee who is terminated shall be required to return all items of equipment, including uniforms, owned by the Town. Return of such equipment in good condition may precede the issuance of an employee's final paycheck.