

Local Government Personnel Policies and Procedures Manual
City of Sea Isle City

VIII. GENERAL RULES AND REGULATIONS

POLICY

Use of City of Sea Isle City Property and Vehicles

Equipment and supplies assigned to employees are the responsibility of those employees and are to be used for City of Sea Isle City business only. Unauthorized use or removal of City of Sea Isle City equipment and/or supplies shall be cause for disciplinary action and/or termination of employment.

City of Sea Isle City vehicles are to be used for official business only, unless otherwise authorized by the Business Administrator. Only authorized personnel may be transported in a City of Sea Isle City vehicle. Unauthorized personal use of vehicles is prohibited and shall be cause for disciplinary action and/or termination of employment. (See NJAC 4A:2-23)

Employees may be liable for damages to equipment and supplies if the damage is the result of negligence. No expectations of privacy when using Sea Isle City equipment. Sea Isle City retains its right to audit an employee's use of equipment.

When an employee ends employment with the City of Sea Isle City, they must return any property which has been assigned to them, such as badges, clothing, keys, beepers, radios, tools or any other City of Sea Isle City property.

City of Sea Isle City vehicles are to be used only for official, work-related activities only.