CITY OF DUBLIN

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ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

ADMINISTRATIVE ORDER 3.9
TO: All City Employees
FROM: Jane S. Brautigam, City Manager
SUBJECT: Personal Property in the Work Place
DATE: February 8, 2005
Supersedes and Replaces Administrative Order 3.9 dated 01/31/97 Regarding Same Subject.

I. PURPOSE

The purpose of this Administrative Order is to establish a policy governing personal property in the workplace. Questions regarding this Administrative Order should be directed to Human Resources.

II. POLICY

It is the policy of the City of Dublin that the City will not be responsible for any lost, stolen or damaged personal property brought into the workplace, with the exception of the following specific circumstances:

Employees serving in full or part-time permanent positions who spend significant time in performing field assignments may have damaged prescription eye glasses, contact lenses, or watches replaced by the City, provided the damage occurs during the performance of the employee's assigned job duties and the damage is through no fault of the employee. Job classifications eligible for replacement/reimbursement would commonly include, but would not be limited to, such classifications as Building Inspector, Senior Building Inspector, Maintenance Crew Leader, Maintenance Supervisor, Electrical Inspector, Electrical Worker, Traffic Signal Technician, Engineering Project Inspector, Landscape Inspector, Code Enforcement Officer, Horticulturist, Assistant Horticulturist, Forester, Assistant Forester, Architectural Compliance Officer, and Nature Education Coordinator.

These specific items shall be replaced through a reimbursement procedure, up to a maximum of $75, in the aggregate, in any calendar year. Requests for the replacement of the above items must be submitted in writing, within fourteen (14) calendar days from the date the damage occurred, to the employee's supervisor, describing the circumstances under which the damage occurred as well as the type, brand, model, value, and condition of the property prior to the damage occurring, together with the damaged property. Employees should submit such request for replacement and reimbursement through the use of the attached Report &

Reimbursement form.

If such request is subsequently approved, the employee shall be reimbursed for the purchase of the replacement personal property which is substantially similar to that which was damaged, up to the $75 maximum, provided the employee submits a valid itemized original receipt identifying the type, brand, model, amount, etc. of property purchased as a replacement. The attached Report & Reimbursement form shall be used in order to obtain reimbursement.