

## **COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES**

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**SUBJECT:           EMPLOYEE RESPONSIBILITY POLICY  
                          (AS IT RELATES TO COUNTY PROPERTY)**

**DISTRIBUTION:    ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS**

**FROM:             JAMES SPARBER – DIRECTOR OF FINANCE**

**EFFECTIVE DATE:  MARCH 11, 2011**

**POLICY NUMBER:  40**

### **LOST OR STOLEN PROPERTY (INCLUDING CASH OR CHECKS)**

Must be reported to the supervisor or department head immediately. The supervisor or department head must notify the Finance Department within 24 hours. An incident report must be completed describing the details of how the property was lost or stolen. The incident report must be signed by the involved employee, the supervisor and the department head. The department head must attach the asset disposal form to the incident report. In the case of a theft, a copy of the police report must be included with the incident report. The Director of Finance has the responsibility to determine if negligence was involved in the loss of the item. If so, the employee will be held responsible for the replacement cost of the missing property. The value of the property will be deducted from the wages of the employee. If the required documentation is not forwarded to the Director of Finance's office in the time frame specified, the employee will automatically be held financially responsible for the monetary loss. This policy does not preclude other disciplinary action as specified in the County Personnel Manual.

### **EMPLOYEE TERMINATION**

Per County policy, when an individual's employment with the County is terminated for any reason, it is the responsibility of the employee's Department Head or a designee to collect and document the return of all County property the employee was issued. In the case of a resignation, the departing employee is expected to return County property immediately. If County property is not returned promptly, the Director of Finance and the Controller's Office must be notified immediately. The County will then begin legal proceedings to recover the missing items as quickly as possible.