COUNTY OF ERIE
PERSONNEL POLICIES & PROCEDURES

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.