

ATTACHMENT L

TOWN PROPERTY USE POLICY


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The statements contained in this policy are guidelines and summaries. Nothing in this policy alters any employee's status as an employee at will or supersede any disciplinary or termination provisions in any relevant collective bargaining agreement. As with any Town personnel policy, this Policy is subject to revision or revocation at the sole discretion of the Town, with notice to employees.


This policy is hereby adopted this 16th day of September and is effective as of this date until amended or repealed.


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Town of Williston
Use of Town Property

1. PURPOSE

The purpose of this policy is to establish standard requirements and rules concerning the use of town property including town vehicles, buildings and equipment. The policy is intended to ensure the safety and well-being of Town employees, to facilitate the efficient and effective use of Town resources, and to minimize the Town's liability exposure.

2. APPLICABILITY

The provisions of this policy apply to all employees in Town service. Employees whose employment is regulated by collective bargaining agreement are subject only to those provisions of this policy not specifically regulated by agreement.

3. TOWN OWNED PROPERTY

Town employees shall not use Town property and facilities for personal purposes, unless specifically provided for under the Town Personnel Rules including Attachments. For more detailed rules concerning computer and telephone systems, refer to Attachment K. (Technology Use Policy) Property of the Town may not be removed and/or taken off premises without explicit permission from a supervisor. Damaged property will be treated as a performance issue and could result in disciplinary action up to and including termination.

4. PERSONAL PROPERTY

- a. Storage of Personal Property – Parking vehicles used to transport employee to and from work is permitted. However, the storage of personal property of value including cars, trucks, motorcycles, trailers, and equipment on or in Town facilities is prohibited. Property of incidental value, such as personal effects, may be stored on or in Town property provided the property in question belongs to an active employee and is subject to responsibility limits identified below.
- b. Responsibility - The Town of Williston cannot be responsible for personal property that is lost, damaged, or stolen. If an employee brings personal property/items/belongings into the office or on to Town property, they are responsible for keeping track of them. Personal property is not covered under the Town's insurance policy.
- c. Prohibitions - The Town of Williston prohibits any items on the premises that are sexually suggestive, offensive, or demeaning to specific individuals or groups, along with firearms or other weapons. Employees should understand that all personal property brought onto the employer's premises may be inspected for purposes of enforcing the organization's policies.

USE OF PERSONAL VEHICLES

- d. The use of privately owned vehicles in connection with official Town business during normal duty hours is permitted if authorized by a supervisor. Mileage reimbursement is permitted at the current Town rate or union contract language, whichever is greater. A mileage request form needs to be completed and submitted to supervisor and Finance for review and payment. All personal vehicles used for business must have current liability insurance in force per state law and a valid insurance card must be carried.
- e. The employee's personal automobile policy will be primary in the case of a motor vehicle accident. The Town does have excess liability in case damage and/or awards exceed the employee's primary policy limit.
- f. Employees will not be reimbursed for commuting between their homes and offices or other regular work locations.
- g. In the event that an employee's personal vehicle is damaged during an approved, work-related trip, and the damage is not due to the gross negligence of the employee, the Town will reimburse the employee, upon receipt of verification of payment of a deductible (comprehensive or collision) to cover the cost of repair, up to a maximum of the amount of the deductible, per occurrence.
- h. All employees and Town business travelers must wear seat belts and obey traffic laws while operating any vehicle while on town business.

5. USE OF MUNICIPAL VEHICLES

For employees authorized to operate a vehicle owned by the Town of Williston in the course of legitimate, official town business, the following requirements apply:

- a. Employees must be a licensed driver with a good driving record and provide a copy of their current license to their department head on an annual basis.
- b. All employees and Town business travelers must wear seat belts and obey traffic laws
- c. Although Williston provides insurance on Town owned vehicles, employees are completely responsible for any fines, moving or parking violations incurred.
- d. Accidents will be treated like any other Town infraction. They will be documented and a copy of the accident report will go into the employee's personnel file. Depending on the circumstances, accidents could be the cause of disciplinary action up to and including termination. In case of an accident, the employee shall notify the nearest police department and his/her supervisor.
- e. Persons not employed by the Town cannot operate or ride in a Town owned vehicle unless authorized by the appropriate department head.

- f. Out of state travel using a Town owned vehicle is not permitted unless authorized in advance by the Town Manager. While on the trip, only de minimis personal errands are permitted.

6. VEHICLE ASSIGNMENT

- a. The Police Chief and Fire Department Officers while serving as the Duty Officer may use their assigned vehicles for personal errands within the State of Vermont boundaries but are subject to the conditions identified in SECTION 6, above, with the exception that passengers are permitted. Personal use for the Police Chief includes time when the Chief is on vacation or on weekends, provided travel is within the state boundaries.
- b. Public Safety vehicles are excluded from the IRS commuting regulations.
- c. On occasion, an employee may be given permission to use a town-owned vehicle for one or more twenty-four hour periods, not to exceed one week. Such permission can only be granted by the appropriate department head or Town Manager and permission may be in verbal form.
- d. For an employee to be assigned a town-owned vehicle for 24 hour use beyond a one week period, permission must be in writing by the appropriate department head or Town Manager and will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions. Such assignment may be rescinded in writing at any time. Criteria which will be used in the determination of eligibility for 24-hour vehicle use include:
 - Officially designated on-call status;
 - Requirement for frequent emergency availability;
 - Issuance of a pager or other communication device;
 - Emergency or other equipment contained in the vehicle.
- e. Employees assigned vehicles for 24 hour use involving a commute of more than 25 miles one way shall reimburse the Town for the additional fuel cost as determined by the Director of Finance.
- f. Except for the Police Chief and Fire Department Duty Officers, vehicle use is limited to travel to and from the residence or training site and place of work. The vehicle should be driven over the most direct route taking into account road and traffic conditions. The vehicle should not be utilized for personal reasons for travel outside a direct commuting route.
- g. All employees assigned municipal vehicles on a 24-hour basis will be given a copy of this policy and will be required to sign a confirmation of receipt.

7. MOTOR VEHICLE OFFENSES

- a. Employees who are issued citations for any offense while using a municipal vehicle must notify their supervisor immediately when practicable, but in no case later than 24 hours. Failure to provide such notice will be grounds for disciplinary action in accordance with the ENFORCEMENT section of this policy.
- b. An employee who is assigned a municipal vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his or her personal vehicle or in a municipal vehicle, must notify his or her supervisor immediately when practicable, but in no case later than 24 hours. Conviction for such an offense may be grounds for loss of municipal vehicle privileges and/or further disciplinary action.

8. SPECIAL CIRCUMSTANCES

This policy is intended to provide a basic framework governing the use of Town property and, as such, cannot contain procedures governing every situation that might arise. When in doubt, employees seeking clarification of, or exemption from the provisions of this policy should contact the appropriate department head who will provide such clarification. Any exceptions to this policy may only be authorized by the Town Manager.

9. ENFORCEMENT

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of Town vehicle privileges, suspension, and/or termination from Town service.

10. EFFECTIVE: September 16, 2013

ADOPTED: September 16, 2013