

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 10.7

BOARD EQUIPMENT

When tools, supplies and equipment including Board provided cellular telephones needed to perform job duties are provided by the Board, it is the responsibility of the employee and their supervisor to see that they are properly used and maintained.

Misuse, neglect, theft, or abuse of tools, supplies, or equipment is prohibited. Misuse, and/or accidents resulting from misuse of tools or equipment will be cause for disciplinary action. Loss of tools as a second occurrence will result in liability for replacement costs to the employee, at the discretion of leadership.

Adopted: 5/24/1999
Updated: 7/24/2012
Revised: 10/22/2012