

County of Elgin

Section: **2**

Human Resources Policy Manual

Subject: **Personal Use
of Equipment**

Code - **A**

Policy Number: **2.40**

Date Approved: **Oct. 1/87**

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Date Last Revision: **March 12/02**

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- (a) The use of County-owned equipment and tools for personal purposes is prohibited without express permission of the Department Head.

 - (b) Loans of equipment and tools to other organizations will be allowed only in the most unusual circumstances and where the Department Head has given prior approval. Vehicles purchased by the County may be loaned to other County departments only.

 - (c) Employees and councillors that have charges in excess of \$5.00 monthly for personal calls and faxes must reimburse the County for the full amount.