

CITY OF MARQUETTE, MICHIGAN ADMINISTRATIVE POLICY

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| Policy Number: 1994-01 | Revision Date: August 1, 2003 | City Manager's Signature: |
| Date Adopted: January 6, 1994 | | |
| Department: Administrative | | |

SUBJECT: LENDING POLICY

PURPOSE: To provide employees with limited access to City owned small equipment tools, office machines, portable furniture, etc. in an attempt to foster a healthy cooperative spirit in the work place. The policy includes only those items which can be returned to the City in the same condition as received, with no appreciable loss of value. The right to borrow does not extend to motor vehicles, licensed trailers, or similar large pieces of equipment. The policy is not intended to supply needs for large projects or extended periods where it is appropriate for employees to purchase or rent from other sources. The needs of City operations shall take priority in all decisions to allow items to be borrowed.

POLICY: Guidelines are as follows:

- 1) All items to be borrowed must be approved by the appropriate department supervisor and returned to the City in a timely manner, not to exceed 3 days. If the borrower exceeds 3 days, an extension must be requested and approved.
- 2) A "Request to Borrow" form shall be completed prior to any items being removed from City premises. The form shall be signed by the borrower and appropriate supervisor. The "Request to Borrow" form shall contain a statement that both the borrower and supervisor have inspected the item being borrowed and have noted any and all defects in the equipment. Should the borrower be a supervisor of the department controlling the equipment, the authorizing inspection and signature of another supervisor is required.
- 3) Borrowed items shall only be utilized within the employee's immediate household. The loan of items shall not be extended to friends, relatives, or for profit making situations.
- 4) The employee shall assume the cost of any consumable products (i.e. blades, fuel, dispensed material) which are utilized with the borrowed item.
- 5) In the event that a borrowed item incurs damage or excessive wear while on loan, the employee shall be responsible for the cost to restore the item to the condition in which it was received.

- 6) In no case shall the City be held liable for injury or loss associated with the use of borrowed items.
- 7) The borrowing privilege may be rescinded temporarily or permanently for individuals who abuse the rules or intent of the policy.
- 8) The control and interpretation of this policy rests solely with the City and is administered by the appropriate department head or designate.
- 9) Upon return of the borrowed item an inspection of the equipment shall be made by the appropriate supervisor and a comment regarding its condition recorded on "Request to Borrow" form. All "Request to Borrow" forms shall be kept on file for a period of at least 3 years following the date of borrow. The "Request to Borrow" form shall be marked to reflect the borrowed item has been returned in acceptable condition by the appropriate supervisor.
- 10) Items removed from City property by employees without first obtaining an authorized "Request to Borrow" form shall be considered stolen. Any employee found to have removed items from City possession without first obtaining the authorized "Request to Borrow" form shall be subject to disciplinary action including termination and potential criminal charges.