



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 71-04	DATE: 8/23/71
REVISIONS:	
ISSUED BY: City Manager	SIGNED: <i>W. M. F. - W. M. F.</i>

SUBJECT: TOOLS, EQUIPMENT, FACILITIES, AND PROPERTY USE

PURPOSE: To establish a policy governing the performance of tasks by employees for personal benefit which may involve a degree of potential hazard, and which could result in City liability for workman's compensation if an employee is injured while performing such tasks.

POLICY:

- A. City employees shall not be permitted to perform tasks on City property, or use City facilities, equipment, or tools to perform tasks which are devoted solely to the benefit of an employee or individual, and which do not contribute to the performance of assigned duties or job responsibilities.
- B. City employees shall not be permitted to borrow City tools or equipment for the purpose of performing tasks either on or off of City-owned property, which tasks are performed solely for the benefit of an employee or individual and which do not contribute to the performance of his assigned duties or job responsibilities.
- C. These policies shall apply equally to the performance of work solely for personal benefit, either during normal work shifts, or before and after normal work shifts. They are designed primarily for control of unsupervised performance of mechanical or materials handling tasks in which some degree of hazard is inherent. Department heads are authorized to exercise reasonable latitude in permitting employees to perform tasks, such as administrative work, with which potential hazards are not normally associated.