

POLICY 403

USE OF COUNTY RESOURCES

Effective 05-01-2021, Resolution No. 014-21

It is the policy of Johnson County Government that all County resources, including property, financial resources, and the employee's work time, are intended to be used solely for the purpose of performing County services and serving the public interest. Employees are expected to be good stewards of all County resources.

County Property

Employees may not use County property for personal purposes or for the benefit of any other individual or entity, except for incidental, generally accepted personal use as long as the use does not interfere with the employee's work or the County's operations and does not violate any law or any County policy, procedure, rule, or supervisor directive. County property means all property owned, leased, licensed or otherwise provided for use by the County. County property includes, but is not limited to, buildings, offices, work stations, furnishings including desks, file cabinets, and lockers, vehicles, equipment, tools, supplies, information technology resources and the data created or stored on such technology, electronic systems and equipment, passwords, hard and soft files, and intellectual property.

Each employee is responsible for properly using and, as necessary, maintaining and securing County property, and for engaging in work practices that will prevent or minimize waste, damage to the property, or damage caused by the use of the property.

When off duty, County employees may enjoy the same use of County property as is permitted for members of the public.

Financial Resources

Employees with access to County financial resources are expected to read, understand, and follow all applicable County Administrative and Financial Policies and Procedures regarding the use of the County's financial resources.

Employee Time and Effort

While on duty, employees are expected to use their time and effort for the benefit of the County. Supervisors may not ask or require employees to perform personal errands or tasks while on duty.

Use of Vehicles for County Business

Whether operating a County or personal vehicle, employees are expected to drive safely, follow all traffic laws, and to take necessary precautions to avoid loss to the County.