

WILKIN COUNTY

County Owned Property Policy

Purpose

To provide a mechanism to ensure that all Wilkin County property given to staff throughout the employment relationship be returned upon voluntary or involuntary termination.

Policy:

This policy will provide guidelines regarding the issue of Wilkin County property to staff. It also provides guidelines regarding the receipt and return of Wilkin County property upon termination of the employment relationship.

Procedures

Upon hire, employees may be issued Wilkin County property which may include, but is not limited to: ID badge, keys, employer issued cell phone and case, and employer issued laptop. By accepting this property, the employee agrees that they are responsible for the property issued to them and will use it in the manner intended. Also, by accepting the property, the employee agrees to return all Wilkin County property in proper working order upon termination of the employment relationship.

If Wilkin County property is returned damaged upon the termination of the employment relationship, the employee authorizes a payroll deduction to cover the replacement cost of the property.

If Wilkin County property is not returned upon the termination of the employment relationship, it will be considered theft of property and may be prosecuted.

Return of Wilkin County Property

The departing staff member's Manager or Supervisor must ensure the departing employee returns any Wilkin County property received throughout the employment relationship.

1. Upon notice of voluntary or involuntary termination, HR will retrieve the "Acknowledgment of Receipt and Return of Wilkin County Property/Equipment" form from the employee's HR file. This form will be forwarded to the Manager or Supervisor to initiate the return of the Wilkin County property process.
2. Once the Manager or Supervisor has receipt of all Wilkin County property that was issued to the departing employee, the Manager or Supervisor must complete the "Acknowledgement of Receipt/Return of Wilkin County Property/Equipment" form by filling out the "Date Returned" and "RETURNED" columns.
3. If an exit interview is **not** conducted for the departing employee with HR, the Manager or Supervisor must return the completed "Acknowledgement of Receipt/Return of Wilkin County Property/Equipment" form and all returned property directly to HR prior to or on the employee's last day of employment.
4. If an exit interview **is** conducted for the departing employee with HR, the departing employee must bring the completed "Acknowledgement of Receipt/Return of Wilkin County Property/Equipment" form and all returned property directly to HR at the time of the exit interview, provided that the exit interview takes place prior to or on the last day of employment.
5. HR will coordinate with the Office and Facilities Coordinator and/or Finance and IT to ensure that all Wilkin County property is returned.
6. The completed "Acknowledgement of Receipt/Return of Wilkin County Property/Equipment" form shall be filed in the employee's closed HR file.