

TOOL POLICY FOR FLEET SERVICES EMPLOYEES

Rockdale County requires technicians employed in the Fleet Maintenance Division of the Recreation and Maintenance Department to purchase and provide maintenance tools and equipment to be used by these individuals in the course of their daily job responsibilities. Rockdale County recognizes that individual ownership requires that employees make a sizeable investment in their tools. Rockdale County will establish and maintain a lockdown area for the maintenance tools used for County business. Tools stolen from the lockdown area by a party other than the owner and not as the result of the owner's negligence, or tools damaged due to fire or other disaster will be replaced by Rockdale County through the claim process of Rockdale County's liability insurance to cover replacement costs of said tools.

Requests for replacement of technician tools or equipment, which become damaged or broken while being used in the course of County business, shall be presented to the Fleet Services Division Manager along with the damaged or broken item. If the Fleet Services Division Manager determines that a replacement is warranted, he/she shall purchase an item of similar brand, style or value for the technician. The damaged or broken tool becomes property of Rockdale County. Technicians are not eligible for replacements during their probationary period.

The Fleet Services Division Manager shall appoint a committee of no less than two and no more than four technicians to review the need for purchase of special purpose tools. A special purpose tool may be defined as one that is needed due to technology changes in vehicles or one that has a unique or limited use. Requests for purchase of special purpose tools shall be presented to the Recreation and Maintenance Director with a detailed explanation and justification of the need for purchase. The Director shall determine, within the scope of the Department's budget, whether the tool should be purchased by the technician or Rockdale County. Special purpose tools purchased by the County shall be property of the County, stored in a secure location maintained by the Fleet Services Division Manager and be checked out and used as needed. Special purpose tools purchased by the technician shall be property of the technician and shall be handled as other tools owned by the technician.

It shall be the responsibility of the Fleet Services Division Manager and the technician to maintain a written inventory of the technician's tools and the inventory shall be verified and updated not less than once a year.

Any employee who violates any provision of this Policy will be subject to disciplinary action, up to and including dismissal, as set forth in the Disciplinary Policy.

This Policy may be amended from time to time. Future additions, rescissions and amendments to this Policy shall also have the force and effect of law, upon approval by the Board of Commissioners. This Policy does not establish a contract between the County and any employee.

Approved this 11 day of September,
2018.

Rockdale County, Georgia
Board of Commissioners

By: 
Oz Nesbitt, Sr., Chairman

Attest:

By: 
Jennifer Rutledge, County Clerk