

TOWN OF HARDWICK  
POLICY FOR EMPLOYEES USE OF  
PERSONAL PROPERTY

The Town of Hardwick attempts to provide all of the necessary tools and materials for employees' use in performing assigned tasks and duties as designated by their supervisors. If a needed tool or material is either not safe to use or is not available, employees should advise their immediate supervisor immediately.

Prior to using any personal tools or materials while working on behalf of the Town, employees must get permission from their supervisor. If permission is granted, any damage or loss to the employee's personal property will be covered by the Town. If permission is not granted, any use of personal property is at the risk of the employee and the Town is not responsible for any damage or loss of property.

Adopted 1/9/03