



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 3.9
TO: All City of Dublin Employees
FROM: Megan O'Callaghan, City Manager <i>Megan O'Callaghan</i>
SUBJECT: Personal Property in the Work Place
DATE: December 1, 2023
<i>Supersedes and replaces Administrative Order 3.9 dated February 8, 2005, regarding same subject.</i>
PROPONENT: Division of Human Resources

1. PURPOSE

The purpose of this Administrative Order is to establish a policy governing personal property in the workplace. Questions regarding this Administrative Order should be directed to Human Resources.

2. POLICY

A. It is the policy of the City of Dublin that the City will not be responsible for any lost, stolen or damaged personal property brought into the workplace, with the exception of the following specific circumstances:

B. Employees may have damaged prescription eyeglasses or contact lenses replaced through reimbursement by the City, provided the damage occurs during the performance of the employee's assigned job duties and the damage is through no fault of the employee.

C. These specific items may be replaced through a reimbursement procedure, up to \$175, in the aggregate, in any calendar year. Requests for the replacement of the above items must be submitted in writing, within fourteen (14) calendar days from the date the damage occurred, to the employee's supervisor, describing the circumstances under which the damage occurred as well as the type, brand, model, value, and condition of the property prior to the damage occurring, together with the damaged property.

D. If the request is approved, the employee shall be reimbursed for the purchase of the replacement personal property, which is substantially similar to that which was damaged, up to the \$175, provided the employee submits a valid itemized original receipt identifying the type, brand, model, amount, etc. of property purchased as a replacement.