

EXECUTIVE ORDER NO. 27

EFFECTIVE DATE: August 6, 1986

SUBJECT: METRO'S RESPONSIBILITY FOR DAMAGE OR LOSS TO
EMPLOYEES' WORK-RELATED PERSONAL PROPERTY

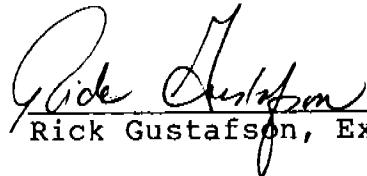
It is Metro's policy to provide adequate tools and equipment for employees to perform their duties. There may be limited occasions due to workload, special assignment or unique agency needs where it would be more efficient and/or effective to allow employees to use personal property in their work.

Metro assumes no responsibility for damage or loss of employees' personal property while in use or stored at Metro facilities except in the following specific circumstances:

1. The damage or loss would normally be covered by Metro's insurance policies; or
2. Proper written authorization was secured from the employee's department head to utilize and store the property for Metro work-related purposes prior to the loss/damage; or
3. The employee must demonstrate that the authorization terms and conditions were followed and all reasonable precautions were taken to avoid the damage/loss, e.g., proper storage, following security measures, avoiding known hazards.

The written authorization is proper when it: describes the property; sets forth conditions for use, such as security measures; specifies the term of the authorization; and a copy has been given by the department head to the Management Services Division prior to the effective date of the authorization.

ORDERED this 6th day of August 1986.


Rick Gustafson, Executive Officer

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