

Chief Administrative Office	Date of Issue	Expiration Date	No.
POLICY MEMORANDUM	10/23/97	N/A	9R
TO: ALL Divisions and Departments		Subject:	
SIGNATURE:		PERSONAL USE OF GOVERNMENT EQUIPMENT BY EMPLOYEES	
COMMENTS: This revision corrects the amount to be charged for blue-line paper 24x36 which is 27 cents per page instead of 7 cents per page.			

Urban County Government employees may use government-owned computers, printers, typewriters, photocopiers, fax machines and other office equipment for personal use provided that such use occurs on the employee's personal time and the government is reimbursed for the use of any supplies.

The personal use of government equipment should not be for profit and should not interfere with normal government operations. Tools such as saws, water pumps, drills, sprayers, etc. are not to be used by government employees for their personal use. All government-owned equipment must remain on government property when it is being used for personal use. (This does not include laptop computers, dictating machines, etc. that are taken home for after hours government work.) The personal use of government-owned equipment does not include the use of vehicles, funds, or personnel.

The individual responsible for maintaining office supplies within each Department and/or Division shall collect and deposit the money generated in each Department and/or Division's operating supplies account. The charge for supplies is attached.

Urban County Government employees are prohibited from making personal direct dialed long distance phone calls and faxes and reimbursing the government. Any long distance phone calls or faxes must be charged by calling collect, using a calling card or charging the call to a third number. Commissioners, Division Directors or their authorized designee, may authorize employees to make personal direct-dialed long distance phone calls or faxes in emergency situations. Employees must reimburse the government for any emergency long distance calls. All cellular phones shall be used for the sole purpose of official business only. Employees shall limit, to an absolute minimum, calls that do not involve Lexington-Fayette Urban County Government business. All employees having personal calls shall reimburse the Urban County Government for those calls.

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The Department of General Services shall have the responsibility of developing, monitoring and maintaining the long distance telephone service for the Urban County Government. Commissioners and Division Directors are responsible for ensuring that both the local and long distance services are utilized in accordance with this policy and that abuses by employees are dealt with in the appropriate manner.

Any employee violating this policy shall be subject to the penalties and remedial administrative actions set forth in the Lexington-Fayette Urban County Government Uniform Guidelines and Standards of Disciplinary Action.

Commissioners and/or Division Directors may submit a request, in writing, to the Chief Administrative Officer for permission not to implement this policy in their Departments and/or Divisions. This request must articulate specific reasons for not implementing this policy. The final decision as to whether a particular Department and/or Division is exempt from implementing this policy will be made by the Chief Administrative Officer. Employees in Departments and/or Divisions that receive permission not to implement this policy will be prohibited from using government-owned equipment for personal use and reimbursing the government.

If you have any questions concerning this policy, please contact the Department of Law at 258-3500.

**CHARGES FOR
LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
EQUIPMENT WHICH MAY BE USED BY EMPLOYEES FOR
PERSONAL USE**

Computer	No Charge
Printers	No Charge
Copiers	No Charge
Fax Machines	No Charge for local faxes All long distance faxes must be charged to a calling card
Typewriters	No Charge
Laminators	38 cents per sheet
GBC Binders	Fee based on specific supplies used
Cellular Phones	Cost of personal call (airtime)
Telephones	Reimburse Government for cost of emergency long distance calls
Paper:	
Computer	5 cents per page
Copier	5 cents per page
Typewriter	5 cents per page
Fax Paper	
8 1/2" x 11"	5 cents per page
8 1/2" x 14"	7 cents per page

Bond

18" x 24"	13 cents per page
24" x 36"	25 cents per page
36" x 48"	50 cents per page

Blueline

18" x 24"	14 cents per page
24" x 36"	27 cents per page
36" x 48"	54 cents per page

Xerox Mylar

\$2.83 per page

Xerox Vellum

73 cents per page

Plotter Bond

4 cents per square foot

Plotter Mylar

53 cents per square foot

These charges will be revised on an annual basis.