

Effective date: April 17, 2025

## Employment Policy

Formalizes unwritten policy

Approved by: PCSD board

### **POL-HR-506 Employee Use of District Equipment**

This policy applies to all Ponderosa CSD employees

#### **Definitions:**

District: Ponderosa Community Services District

Employees: refers to anyone hired by the district for water service work or snow removal service work.

District property: refers to any and all drivable district equipment or vehicle

#### **1. Use of District property requires authorization.**

Any employee must have specific authorization, from either the General Manager or Department Manager, to use any PCSD equipment or vehicles.

#### **2. Employee conduct while using District equipment**

- Greet and interact with the public courteously.
- Refer questions or complaints to the appropriate manager or board of directors.
- Use clean language.
- ***No smoking*** while on duty nor while driving or riding in district property.

#### **3. District property cleanliness and readiness**

- District property must be cleaned out at the end of each use.
- Personal trash removed.
- Personal items removed, *the District is not responsible for damage or theft to personal items left in District property.*
- District tools put away or stored properly.
- Ensure District property is ready for the next use. Clean windows, refuel, etc.

#### **4. Anyone driving/riding in District property is representing Ponderosa CSD.**

As a representative of the District, appropriate behavior, language, and attire is expected and required.

#### **5. Use of District property is a privilege.**

Failure to comply with the above guidelines may result in losing the privilege to use district property.