



Agency Policies and Procedures

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Management of Employee-Owned Property in the Workplace

Policy Objectives:

Agency policies and procedures for management of employee-owned property in the workplace are designed to:

- Ensure consistent treatment for all employee's property located agency-wide,
- Promote current and accurate record keeping for employee-owned property to ensure identification separately from state-owned property,
- Protect the State of Minnesota against claims for injury, damage, and/or loss incurred in connection with the use of employees' property, and
- Facilitate identification of property when the employee departs from a work location.

Background Information:

Employee-owned property policies and procedures relate to items not purchased by the state. The items are brought into the workplace by employees and are their responsibility. Employees are responsible for maintaining a list of their employee-owned property in the workplace. When listing this property, the employee should consider items that the employee would want to take with them upon departure from the work location. Generally, items with a nominal value of \$25.00 or less are considered immaterial for tracking purposes and should not be listed. However, it is at the employee's discretion what is included in the list of employee-owned property.

These agency policies and procedures supplement the policies and procedures contained in the Department of Administration (Admin) Admin Informational Bulletin 03.19, *Property Management Reporting and Accountability* and Admin Informational Bulletin 06-03, *New Property Management User Guide*.

Authority:

- [Minnesota Statute 15.06, subd. 6\(4\)](#) *General Powers of Commissioners* – This statute specifies the general powers of a state commissioner to prescribe procedures for the internal management of a department.
(http://www.revisor.leg.state.mn.us/bin/getpub.php?pubtype=STAT_CHAP_SEC&year=current§ion=15.06)
- [Admin Informational Bulletin 03.19](#) *Property Management Reporting and Accountability* - This policy establishes a comprehensive statewide policy for the management, reporting and accountability of property, sensitive items, consumable inventory and employee-owned personal property in the workplace.
(http://www.admin.state.mn.us/documents/bulletin_2003-19_property-mgmt-reporting.pdf)
- [Admin Informational Bulletin 06-03](#) *New Property Management User Guide* – This user guide serves as a management tool for agencies and provides guidance for the efficient and effective use of state capital assets, software for internal use only, infrastructure, sensitive items, consumable inventories, and supplies.

The requirements for handling surplus property, auction sales, employee-owned property in the workplace, and non-state property in the workplace. (http://www.admin.state.mn.us/documents/bulletin_2006-03_new-property-managment-user-guide.pdf)

Business Risks:

The State's inventory could be overstated for financial reporting purposes if employees' property in the workplace is not properly identified.

Policies and Procedures:

Identification of Employee's Property - Each employee is responsible for maintaining an accurate and complete list of employee-owned property brought into the workplace.

1. Employee Responsibilities

- A. Obtain the *State Employee's Personal Property* form.
- B. Complete and forward the form to the supervisor for approval.
- C. Retain a copy of the approved form for future reference.
- D. Update the personal property form on a timely basis when there are additions or deletions, and submit it to the supervisor for approval.
- E. Review the form with the supervisor upon departure from the work location.

2. Supervisor Responsibilities

- A. Verify the existence of the property as listed on the *State Employee's Personal Property* form.
- B. Sign the form (initial changes), distribute a copy to the employee and the division property management coordinator, and retain a copy for record keeping.
- C. At the time the employee leaves the workplace, complete the lower portion of the form, make a copy for the division property management coordinator, and retain a copy for record keeping.

3. Division Property Management Coordinator Responsibilities

- A. Maintain an employee-owned property file.
- B. When a physical inventory is taken of state-owned property, refer to the employee-owned property file. The completed forms may assist in differentiating between state and employee-owned property.

Forms:

State Employee's Personal Property
(<http://www.fss.state.mn.us/pdf/persprop.pdf>)

See Also:

Minnesota Statute 16B.04, subd. 2(4) Powers and Duties, General.
(http://www.revisor.leg.state.mn.us/bin/getpub.php?pubtype=STAT_CHAP_SEC&year=current§ion=16B.04)

Minnesota Statute 16B.24, subd. 4 Inspections; Appraisals; Inventories.
(http://www.revisor.leg.state.mn.us/bin/getpub.php?pubtype=STAT_CHAP_SEC&year=current§ion=16B.24)