

**ADMINISTRATIVE REGULATION  
TOOL REPLACEMENT ALLOWANCE**

	AR-2017-52
Eff. Date:	8/1/2017
Supersedes:	N/a
Date:	8/1/2017
City Manager Approval:	J. Ray

**SECTION 1. PURPOSE AND POLICY**

This regulation sets the policy for tool replacement allowance for City of Aztec employees who are required to provide their own tools while performing their regular job duties for the City.

Department Heads may identify positions in their department which are required to provide tools necessary for job function. The employee retains ownership of said tools but during the course of performing the regular job duties may damage their own tools and require replacement.

With the approval of the Department Head, the employee may be authorized to replace the tool through City funds and assume ownership of the replacement tool. The maximum annual (fiscal year) allowance for employee tool replacement is \$1,000 but may be reduced by the Department Head due to budget constraints.

Tools which are purchased by the City, not as replacements for employee owned tools, remain the property of the City.

**SECTION 2. PROCEDURES**

1. Department Heads will identify position(s) which are required to provide tools to perform their job function. Requirement must be identified in the position job description.
2. Department Director shall have full authority to replace tools used by the employee in the course of his work for the city. The employee will be required to bring the tool to the Director for visual inspection and explain how the tool was broken and why a replacement is necessary. The Director may elect NOT to replace the tool if he/she suspects misuse or that the tool was broken elsewhere and was not used in the course of city business.
3. Employee is responsible to safeguard their own tools at all times. The City is not responsible for the loss of tools due to misplacement, theft, misuse by the employee or other employees, or other types of loss.
4. Upon approval of tool replacement request, the Department Head will authorize replacement and will follow established procurement procedures for the purchase. Documents to be submitted to Finance Department will include purchase document (SPO or PO), detailed invoice, and approved tool replacement request.

## ADMINISTRATIVE REGULATION Tool Replacement Allowance

\_\_\_\_\_  
(Date of Receipt)

I \_\_\_\_\_ am in receipt of the Administrative Regulation entitled Tool Replacement Allowance and understand that I am required to read and become familiar with this regulation. If I have questions or need further clarification I will contact my Supervisor/Department Head, City Manager or the Human Resources Department.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**For Human Resources Use Only**

Date Received: \_\_\_\_\_

HR Representative: \_\_\_\_\_