



# City of Topeka Policy

## Personal Possessions

### PERSONAL POSSESSIONS POLICY

**Purpose:** To establish a policy on City's liability for employees' personal property in the workplace.

**Applicability:** To all city employees.

**Effective Date:** March 1, 2006

#### 1. GUIDELINES

If City of Topeka employees choose to bring personal property into their office or work area, they do so at their own risk. The City is not responsible for damage to or loss of employees' personal property from the workplace. Such property includes, but is not limited to, audio equipment, compact discs, plants, pictures, computer equipment, books, pens, figurines and collectibles owned by the employee and not by the City of Topeka.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO PERSONAL POSSESSIONS.

Approved:

Neil Dobler, Acting City Manager  
February 15, 2006