

## Section 9 - Employee-Owned Personal Property in the Workplace

---

The [\*State Employee's Personal Property\*](#) form is designed to protect the State of Minnesota against claims for injury, damage or loss incurred in connection with the voluntary use of employee-owned property. When a physical inventory or spot check is conducted, this form verifies ownership of employee personal property. When an employee separates from the work location, this form serves as proof of ownership when property is removed from the work location.

Employee-owned property relates 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.

After the form is completed and signed by the employee and the employee's supervisor, one copy is sent to the inventory coordinator/sub-coordinator, a copy is retained by the supervisor, and a copy is kept by the employee.

When the employee leaves state employment or transfers to another state agency, the employee's supervisor should verify that the correct property has been removed by the employee or designee. The employee's supervisor should sign the form and forward it to the agency's inventory coordinator.

See form on page 10-7.