

**POLICY NAME** EMPLOYEE LOCKERS

**POLICY NUMBER** 2.2.5

**CATEGORIES**

**DATE PROPOSED:** 8/10/18

**DATE OF VOTE:** 8/22/18

**ACCEPT (Y/N):** Y

The Municipal Ice Complex (MIC) will provide a locker for each hourly employee, at no cost to the employee, for the safekeeping of his/her personal effects during working hours. Lockers will be assigned during orientation and the facility will provide the employee with a lock and a key. Only one (1) key will be provided to the employee. Lost keys must be reported to the employee's supervisor. The expense of replacing lost keys will be borne by the employee. (Note: a key only fits the locker to which that key was assigned. However, the Senior Facility Manager (SFM) will retain a pass key to all lockers.)

The facility retains ownership of all employee locks and lockers and therefore employees should have no expectation of privacy. The facility reserves the right to inspect employee lockers at any time with or without permission of the employee. The facility has the right to remove from lockers any facility property or any other item(s) that are illegal or are stored in violation of our policies.

Lockers must be maintained in a clean and sanitary manner and kept free from accumulation of food and trash.

Lockers must be kept locked when not in use and may not be used to store facility property or other items in violation of facility policies.

The facility does not assume responsibility for the loss or theft of personal property from employee lockers.

**COMMENTS**