



## Locker Procedure and Use Agreement

<b>Procedure No.:</b> CS-HR-10	<b>Council Resolution No.:</b> N/A
<b>Department:</b> Corporate Services	<b>Authority:</b> CAO
<b>Effective Date:</b> 01/30/19	<b>Revision Date:</b> N/A
<b>Review Date:</b> January 2021	<b>Repealed Date:</b> N/A
<b>Supersedes:</b> N/A	
<b>Related Policy No.:</b> N/A	
<b>Related Policy Name:</b> N/A	

### Purpose

Town of Taber provides lockers to some employees within designated departments as a convenience for temporary storage of personal belongings during the workday. Use of a Town of Taber locker is a privilege. Town of Taber cannot be held responsible for lost, stolen or damaged personal property. Managers or supervisors in departments with locker space available to employees will assign lockers to eligible employees and maintain a written record of the assigned locker numbers. By signing the Locker Use Agreement (below), employees agree to abide by the terms and conditions outlined below.

### Operating Guidelines

1. All lockers are the property of the Town of Taber.
2. Use of a locker by a person other than to whom it is assigned is forbidden. Misuse of a locker may lead to termination of locker privileges.
3. Lockers are distributed on a first come, first served basis.
4. Flammable materials, dangerous chemicals, explosives, or weapons of any kind are strictly prohibited inside the lockers.
5. Perishable items, illegal or controlled substances such as drugs or alcohol are also strictly prohibited inside the lockers.
6. Employees are not permitted to affix anything to the interior or exterior of their lockers.
7. Upon assignment and during use, employees are responsible for reporting any damage or needed repairs.
8. All personal items must be stored completely within a locker. All items left outside of a locker, whether secured or not, will be removed and disposed of accordingly.



9. Management reserves the right to inspect lockers if deemed necessary. If possible the occupant of the locker will be asked to be present, if unavailable, a union shop steward will be asked to be present upon inspection. Management may forcibly open the locker of any employee who fails to comply with this requirement, and in such instances, may do so outside the presence of the employee.
10. The locker agreement is revisited annually. Lockers not renewed will be cleaned out and all contents turned over.

  
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CHIEF ADMINISTRATIVE OFFICER

Jan. 31/2019.  
DATE

