



Locker Procedure Use and Agreement

Procedure No.: CS-HR-10	Council Resolution No.: N/A
Department: Administration	Authority: CAO
Effective Date: January 30, 2019	Revision Date: July 2022
Review Date: July 2025	Repealed Date: NA
Supersedes: N/A	
Related Policy No.: N/A	
Related Policy Name: N/A	

1.0 PURPOSE

- 1.1 The Town of 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.
- 1.2 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

2.0 OPERATING GUIDELINES

- 2.1 All lockers are the property of the Town of Taber.
- 2.2 Use of a locker by a person other than to whom it is assigned is not allowed. Misuse of a locker may lead to termination of locker privileges.
- 2.3 Flammable materials, dangerous chemicals, explosives, or weapons of any kind are strictly prohibited inside the lockers.
- 2.4 Illegal or controlled substances such as drugs or alcohol are strictly prohibited inside the lockers.
- 2.5 Employees are not permitted to affix anything to the interior or exterior of their lockers.
- 2.6 Upon assignment and during use, employees are responsible for reporting any damage or needed repairs.
- 2.7 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.



- 2.8 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.

- 2.9 The locker agreement is revisited between Management and employee locker occupants, annually. Lockers not renewed will be cleaned out and all contents turned over.



August 11, 2022

CHIEF ADMINISTRATIVE OFFICER

DATE



Locker Procedure and Agreement

Lockers are provided on a first-come, first-serve basis and are offered, as available, and as a convenience to employees. The Town of Taber cannot be held responsible for lost, stolen or damaged personal property. Employees wishing to be assigned a locker need to contact their department Supervisor.

By signing this Locker Use Agreement, employees agree to abide by the terms and conditions outlined below:

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 not allowed. Misuse of a locker may lead to termination of locker privileges.
3. Flammable materials, dangerous chemicals, explosives, or weapons of any kind are strictly prohibited inside the lockers.
4. Illegal or controlled substances such as drugs or alcohol are strictly prohibited inside the lockers.
5. Employees are not permitted to affix anything to the interior or exterior of their lockers.
6. Upon assignment and during use, employees are responsible for reporting any damage or needed repairs.
7. 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.
8. Management reserves the right to inspect locker contents 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.
9. The locker agreement is revisited annually. Lockers not renewed will be cleaned out and all contents turned over.

Printed Name

Employee Signature

Date

