



# TOWN OF RAYMOND

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Adopted By: Administration

Motion:

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Authority to Administer: Director of Operational Services

Policy Number: OP - 2017-09

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## **Policy Name**

Employee Shop Privileges

## **Policy Purpose**

To allow the Town's permanent employees the privilege of using the Town Shop Facility for personal purposes within the guidelines of this policy.

## **Policy Statement**

Permanent employees of the Town may use the Town Shop for personal purposes based upon the following procedures and criteria. Employees are to understand that this is a privilege and not a right.

## **Policy Procedure**

5. Employee must receive permission from the Director of Operational Services to use the facility. In the event of a usage conflict, the Director of Operational Services will make a decision regarding usage, his decision is final.
6. The shop is to be booked through the Director of Operational Services, during the times and days allowed by this policy.
7. Employees must sign a waiver/release of liability form prior to usage.
8. Employees must sign in and out when using the shop; this is to include employees name, date time and nature of work.
9. Upon completion of shop usage, all personal non-work-related items are to be removed and the work area left clean.
10. Employee is to ensure the shop is locked and secure upon completion of his usage.

## *Criteria:*

2. This privilege is given only to permanent employees of the Town.
3. Employee usage of the shop cannot interfere with any of the Town's ongoing use of the shop or cause any additional work on behalf of the Town.
4. No children under the age of 18 years of age are allowed.
5. The shop can be used for shop privileges on Saturdays from 8 am to 1 pm.
6. The shop is to be used for minor repairs and small projects.

7. The employee is not to use any Town supplies, materials or equipment.

*Misuse and Discipline:*

Any employee who fails to use the shop in line with this policy may have his/her shop privileges removed and be subject to disciplinary action.