



# TOWN POLICY

## ADMINISTRATION POLICY:

# Use of Shop and Other Facilities after Work Hours

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-048

**EFFECTIVE DATE:** January 24, 2012

**SUPERSEDES:** Policy #S-30-1

**UPDATED:** January 1, 2022

**UP FOR REVIEW:** November 30, 2032

### Policy Statement:

Mayor and Council and the Town of Cardston Employees recognize that use of Town Facilities after work hours is a benefit to employees. Employee's must treat the Town's property with respect, and report any problems or damages that may occur in their care to their supervisor. An investigation may be warranted if damages, misuse, or violation of this policy are deemed severe and could result in an employee being disciplined or terminated according to the severity of the incident.

This policy is for permanent full-time employees. This policy continues with the following guidelines:

1. All use will be coordinated through the supervisor directly related to the facility that is being used.
2. Each employee using a facility after hours for his or her own personal use shall enter his or her name in a log book provided indicating the time entering and the time leaving the facility.
3. All facilities shall be governed by the "safe work policies" of the Town of Cardston.
4. All employees shall sign waivers.
5. Vehicles or property of an employee shall not be left in the Facilities or yards unless authorized by the employee's supervisor.
6. **Personal use of Town Mobile Equipment is prohibited.** (see definition of mobile equipment below.)
7. Shop to be cleaned after use and all tools to be cleaned and returned to the proper places.
8. All welding or cutting to be authorized.
9. Employees are to provide their own supplies/materials for personal work.
10. Shop use shall be limited to Tuesday and Thursday evenings after 3:30pm, Saturdays and on Statutory Holidays. If the Statutory Holiday falls on a Sunday, then the shop use day will be the day that is recognized as the Statutory Holiday by the Town.
11. Use will be limited to employees and employees' spouses registered vehicles.
12. Tools or Materials that are borrowed shall be recorded in a logbook or board and only borrowed by a Town Employee.



This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation. **Page 1 of 2**



# TOWN POLICY

**TITLE: Use of Shop and Other Facilities after Work Hours**

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## General Shop Rules – During Working Hours

1. No equipment or tools rented or loaned to private individuals unless authorized. (Excepting sewer snakes.)
2. No parts or materials loaned or sold unless authorized.
3. No personal vehicles or equipment to be worked on or left in the shop/yard, unless approved by the employee’s supervisor.
4. All tools and equipment to be cleaned and returned to proper places.
5. Shop to be cleaned after each job.
6. Tools or Materials borrowed shall be returned to the Town Facility before work hours and not used for extended periods of time unless approved by the employee’s supervisor.

### Definitions

Mobile Equipment - a wheeled or tracked vehicle which is engine/motor powered, including non-powered equipment that is attached or towed eg. Trailers, Hydrovac, Attachments.

## REVISION HISTORY

Date	Description
January 24, 2012	New Policy
January 1, 2022	Significant updates to address abuses of privileges

**APPROVAL:** *Jeff Shaw* ..... **DATE:** *January 4, 2022* .....

*Chief Administrative Officer, Jeff Shaw* *(signed copy kept in CAO policy binder)*

