

	Operating Procedure City Issued Locker Use Utilities Integrated Waste Administration Public Works Customer Service	Procedure #: 20-236 Page: 1 of 2 pages Revision #: 1.0 Date: 02/28/2022
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Purpose: This Standard Operating Procedure has been developed to establish minimum requirements for OMUC and Public Works employee assignment and use of City of Ontario provided lockers.

Authorized Personnel: Personnel assigned to OMUC and Public Works

A. INTRODUCTION

OMUC AND Public Works provides City lockers to employees as a convenience for temporary storage of personal belongings during the employment period. This procedure outlines how City lockers and combination locks are to be assigned and used.

B. PROCEDURE

- OMUC Administration will assign lockers and a combination lock to employees. Employees are required to request the use of a locker and combination lock. Requests are to be made via email, by emailing OMUC Administration at OMUCadmin@ontarioca.gov.
- OMUC Administration will maintain a written record of the assigned lockers and combination locks issued.
- Lockers will be assigned based on the order in which requests are received. Should all available lockers be assigned, a waiting list shall be established in order of the requests received.
- Once a locker is issued to an employee, the employee may request to have a City-issued combination lock or the employee can secure a lock of their choosing.
- Lockers are to be utilized for temporary storage of personal belongings during the employment period.
- Lockers are the property of the City of Ontario.
- Employees are responsible for all items placed in a locker and the City will not be responsible for any loss or damage to items stored in the locker.
- The City of Ontario reserves the right to monitor the lockers. Users shall have no expectation of privacy or confidentiality when using the lockers. The City of Ontario reserves the right to open a locker without the consent of the employee, to whom the locker was issued, in instances where locker procedures have been violated or in case of an emergency.
- **In all instances, a locker shall only be opened in the presence of a Human Resources representative. When possible, the locker shall be opened with the employee and a witness from the Association also being present.**
- Employees shall not affix anything to the interior or exterior of the locker such as labels, tags, posters, stickers, etc. Additionally, no writing, painting, or any form of marking shall be allowed on or within a locker.
- Items such as flammable materials, soiled clothing, illicit drugs, alcohol, firearms, inappropriate materials in violation of the City’s Harassment, including Sexual Harassment, and Discrimination Policy shall not be kept in a locker.
- Misuse of a locker may lead to termination of locker privileges.
- Employees must empty contents of the assigned locker as instructed by managers or supervisors for the purposes of cleaning and general maintenance. Employees are also required to empty lockers upon termination of employment.

	<p style="text-align: center;">Operating Procedure City Issued Locker Use Utilities Integrated Waste Administration Public Works Customer Service</p>	<p>Procedure #: 20-236</p> <p>Page: 2 of 2 pages</p> <p>Revision #: 1.0</p> <p>Date: 02/28/2022</p>
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Employee hereby acknowledges that he/she has reviewed and understands the terms of Operating Procedure 20-236.

Employee Name: _____

Employee Signature: _____

Date: _____

CITY OF



ONTARIO

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CITY MANAGER

Operating Procedure – City Issued Locker Use, Procedure #:20-236 has been reviewed by representatives from AFSCME. AFSCME representatives agree with the language as presented in this Operating Procedure dated 02/28/22.

Approved:



Angela Lopez, Executive Director of Human Resources/
Risk Management

3/8/22

Date



Luis Schmidt, AFSCME Business Agent

3/8/22

Date



Reuben Reyes, AFSCME President

3-8-22

Date

