

<b>Policy: Employee Lockers</b>	<b>Number: 615.05</b>
<b>Date Revised: 09-01-17</b>	<b>Supersedes: I-14</b>
<b>Cross Reference: N/A</b>	<b>Issued: 04-12-16</b>

It is the policy of Ingram State Technical College to provide lockers to employees in order that they may safeguard their belongings during the workday. Belongings shall include, but not be limited to, lawfully prescribed or over-the-counter medication(s) and employee may need to take during duty hours, cellular telephones, etc.

Cellular telephone storage requires that the employee sign the appropriate ***ISTC Personal Cellular Phone Acknowledgement Form(s)*** as well as have on file with the College completed ***ISTC Personal Cellular Phone Storage Form(s)***. In accordance with the policy, any/all personal cellular phone use is restricted to “red line” designated administrative areas of the College only; phones are not to be used in the presence of students. The only exception(s) to this policy are in instances where the employee is on the College’s official “Authorized Cell Phone List” as provided to the Alabama Department of Corrections (ADOC) by the President.

At no time is any employee permitted to leave the key to their individual employee locker in the locking mechanism. Furthermore, the use, misuse, and/or distribution of items contained in the employee locker shall be deemed, at minimum, a violation of the College Policies ***512.01: Contraband*** and ***617.01: Employee Conduct*** and the sanctions listed within those respective policies.

## **PROCEDURE**

- A. It is the responsibility of the Center/Facility Directors or designated senior-level personnel to have locker space available to employees, to assign lockers and provide locks for each employee. Center/Facility Directors or designated senior-level personnel will maintain duplicate keys to all College lockers. If an employee at any of the other instructional sites other than their regularly-assigned duty location, the employee is required to contact the Center/Facility Director or designated senior-level personnel at my alternate location(s) to be assigned an employee locker based upon need (i.e., temporary or permanent nature).
- B. Employees are responsible for emptying the contents of the locker(s) and returning any/all keys issued to such locker(s) at the time separation of employment.
- C. Lockers are the property of the College and may be opened at the College’s discretion for legitimate business reasons. If necessary, such lockers may be forcibly opened to meet ADOC safety and/or security requirements and such action will be taken in the presence of the appropriate College administrative personnel (i.e., Presidential Cabinet members).
- D. The College cannot be held liable for any loss, theft of, or damage to items stored in the employee's assigned locker(s).