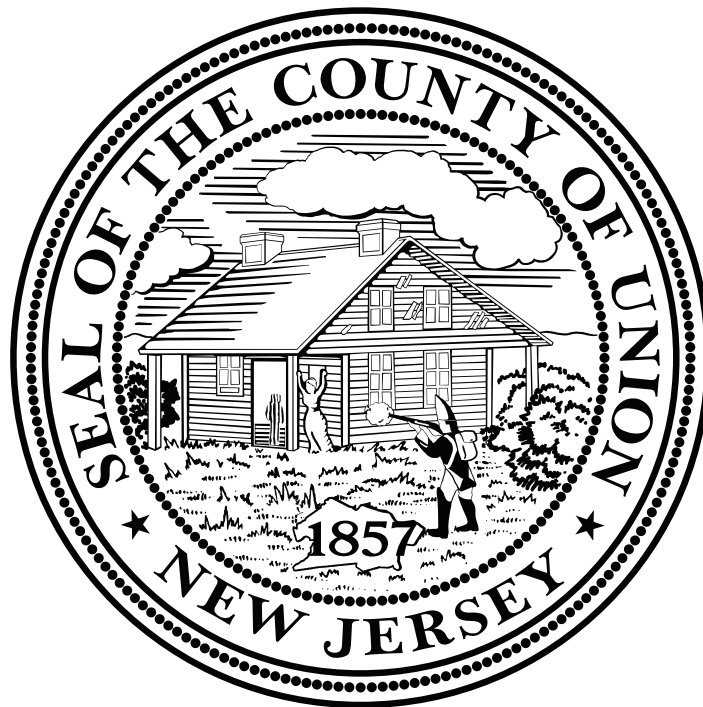


COUNTY OF UNION

Workspace Policy



Union County

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UNION COUNTY BOARD OF
CHOSEN FREEHOLDERS

UNION COUNTY WORKSPACE POLICY

INTRODUCTION

The County of Union provides lockers, desks, file cabinets and other equipment for employees to keep their clothing, bags, and other personal belongings secure during working hours. In order to insure that employees are using this County equipment only for legitimate business purposes, the County reserves the right to enter and search all employee workspace equipment. EMPLOYEES, THEREFORE, SHOULD HAVE NO EXPECTATIONS OF PRIVACY FOR USING ANY WORKSPACE EQUIPMENT.

SCOPE

This policy will apply to all County employees. The term “employee workspace equipment” as used in this policy shall refer to all lockers, desks, file cabinets, and any other equipment or storage device. All employee workspace equipment may be provided for the conveniences of County employees, but remain the sole property of the County of Union. Accordingly, all employee workspace equipment as well as the articles found within it, can be inspected at any time by a Supervisor of the relevant Department or Division, either with or without prior notice.

EMPLOYEE WORKSPACE EQUIPMENT ASSIGNMENT AND USE

1. Employee workspace equipment will be assigned to employee by their Department or Division Supervisors.
2. At the time employee workspace equipment is assigned, that employee may have to provide their own lock and extra key, at their expense, or numeric combination to the Department or Division Supervisor. Only a lock that has a shared key or combination

with the Supervisor will be permitted for securing any employee workspace equipment. The Department or Division will retain access to employee workspace equipment by keeping a master list of combinations or retaining a duplicate key. Employees may not use unregistered locks to prevent access to workspace equipment by Supervisors and any unauthorized locks may be removed without notice and destroyed.

3. Employees who change their lock or combination for any reason will be required to provide a new key or numeric combination immediately upon such change to a Supervisor.
4. Employees will be required to keep their assigned employee workspace equipment in a neat, orderly and sanitary condition at all times. The employee's use of the workspace equipment does not diminish the Department or Division's ownership or control of the employee workspace equipment. The Department of Division retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost, stolen, misplaced or unaccounted for articles and materials.
5. The County of Union is not responsible for employees' property stored in lockers. Any investigation of theft, defacement, or vandalism to any employee's workspace equipment or personal belongings contained within the employee's locker, will be the responsibility of the Department or Division.
6. Any damage or defacement of any employee workspace equipment will be the responsibility of the employee and at their expense.
7. Employees may install "locker lofts" or other organizational devices as long as no construction or removal of the device alters the existing structure of the locker. No permanent alterations may be made to any employee workspace equipment. Employees may add to or modify their workspace equipment in ways that do not permanently alter its operation.

8. Whenever employees forget, lose or misplace their key or forget their lock combination, they should contact their Supervisor for assistance.
9. An employee who uses the workspace equipment that is the property of the County of Union is presumed to have no expectations of privacy in that workspace equipment, as well as its contents.
10. No County property will be stored in employee workspace equipment except such property issued to the employee for which the employee is responsible
11. Any employee found with unauthorized or unassigned property or materials in his/her workspace equipment will be subject to disciplinary action.

COUNTY ACCESS TO EMPLOYEE WORKSPACE EQUIPMENT

1. Employee workspace equipment is the property of the County of Union and is subject to inspection at any time, without notice or consent of the employee, for sanitary and/or administrative and investigatory purposes. Generally, the inspection of an employee's workspace equipment will be in the employee's presence, if he/she is available. However, the Supervisor retains the right to inspect any employee workspace equipment without the presence of the employee when circumstances warrant.*
2. If a Supervisor feels that there is a need to inspect or open an employee's workspace equipment, the Supervisor has the right to request that the employee unlock or open the employee workspace equipment in his/her presence.
3. If the employee refuses to unlock or open the workspace equipment, the Supervisor has the right to have a Department or Division Representative unlock or open the workspace equipment in the presence of the employee.

* Every effort will be made to take into account the sensitivity of the materials being searched, as well as the dynamics and sensitivities of the individuals involved in the search.

4. The County reserves the right to enter the employee's workspace equipment and, if necessary, remove a lock, whenever necessary, including but not limited to the following circumstances:

- An employee who used workspace equipment other than the one he/she was assigned.
- An essential item is needed from the locker and the employee is unavailable to procure it.
- The employee fails to supply a duplicate key or copy of the numeric combination to his/her Supervisor.
- There is an emergent situation whereby the Supervisor deems it necessary to inspect or open the employee's workspace equipment.

If the Department or Division must forcibly remove a lock, it is not responsible for compensating the employee for the damaged lock.

EMPLOYEES WHO VIOLATE THIS POLICY SHALL BE SUBJECT TO DISCIPLINE UP TO AND INCLUDING TERMINATION IN ACCORDANCE WITH APPLICABLE REGULATIONS AND PROCEDURES.