



## Policy

Title:	<b>Use of University Lockers</b>
Effective Date:	September 14, 2015
Approved By:	President's Council
Responsible Party:	Vice-President for Administration
History:	

### I. PURPOSE

Salus University employees in select job positions are assigned lockers with combination locks provided by the University for the storage and protection of street clothes, uniforms, and other personal effects during their employment. This policy spells out how lockers are assigned, defines the rules for locker usage and sets guidelines for locker inspections, when necessary.

### II. DEFINITIONS

**Illegal Substance:** a controlled substance as identified in the Controlled Substances Act but does not include a substance that is legally possessed or used under the supervision of a licensed healthcare professional.

**Weapon:** any instrument, article or substance that, under immediate circumstances, is capable of causing death or physical injury to an individual or group of individuals.

Examples include, but not limited to:

- Firearms (including concealed handguns, and BB guns, whether loaded or unloaded);
- Ammunition, black powder, fireworks, explosive materials;
- Knives (including switchblades, stilettos, swords, etc.);
- Police batons or nightsticks;
- All martial arts weapons;
- Electronic defense weapons;
- Chemicals that can cause bodily harm;
- Chemical sprays not authorized by Pennsylvania State Statute; and
- Stun Guns.

### III. POLICY

Lockers are made available for daily use as a courtesy to those that work in certain job categories on campus. These lockers are not to be used to store items which cause, or can

reasonably be foreseen to cause, an interference with school purposes, safety concerns or an educational function or which are forbidden by state law or institutional policy. Salus University retains the right to inspect any locker and its contents to ensure 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 or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons or illegal substances.

#### **IV. PROCEDURE**

##### Assignment of Lockers

- Each applicable staff member will be assigned a locker upon hire by the Human Resources Department. The staff member is to use only the locker assigned to them by management. If there is a need to change a locker, the staff person must request in writing to their manager a change of locker assignment and the reason for the change.
- Each employee will be supplied a combination lock to use on their assigned locker. Only the supplied combination lock may be used to secure the locker. The Human Resources Department will maintain the master list of lockers and lock combinations assigned to staff.
- When arriving for the work day, purses, coats, and other personal belongings should be stored in the locker and secured. Employees are discouraged from taking purses or other personal valuables to their work area/workstation. However, should anyone choose to do so, it must remain out of view at the workstation and all are reminded that the University is not responsible for lost or stolen personal items brought to the work area/workstations.

##### Use/Maintenance of Lockers

- When in use, lockers should be kept locked.
- Users are not permitted to deface or vandalize a locker in any way. Decals and similar materials are not permitted to be placed inside or outside of the locker.
- Open, unwrapped or unsealed food and drink may not be stored in lockers.

##### Inspection of Lockers

Salus reserves the right to inspect lockers when there is reasonable cause. An inspection of all lockers may be conducted if:

- (1) the University reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:
  - (a) an interference with school purposes or educational function;
  - (b) a physical injury or illness to any person;
  - (c) damage to personal or school property; or
  - (d) a violation of state or institutional policy;
- (2) chemicals or fluids can be visibly seen flowing out of the locker; or
- (3) the University has reason to believe that a locker contains rotting, spoiling, or mildewing items such as food, etc.

Employees will be asked to personally open their locker should one of the above needs arise. Employees have the option of having a representative present during the opening of their locker.

If an employee refuses to personally open their locker, the University reserves the right to open the locker. In these situations, the employee and their supervisor shall be present (if available).

- Lockers may only be opened at the request of the Vice President of Administration.
- Inspections of lockers shall be witnessed by at least two (2) individuals.
- If it is suspected that illegal substances or stolen items are housed in a locker, a Salus University Security Officer shall be requested to be present when the locker is opened.
- All items removed from a locker will be inventoried by a Salus University Security Officer before being removed from the room or unit. Inventoried items will be stored by the Security Department.

#### Weapons and Other Illegal Substances

- Employees shall not keep any weapons in an assigned locker.
- Discovery of any illegal substance and/or weapon results in termination.
- The President, Chief of Staff, Vice President of Administration, Director of Facility Services, or the Director of Safety & Security may request the assistance of law enforcement officials to assist in inspecting lockers or their contents for purposes of enforcing institutional policies only if such assistance is required to (1) identify substances which may be found in the lockers or (2) protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs or the removal of firearms or weapons which may be located in the lockers.
- Any weapons or illegal substances will be handled and confiscated by local law enforcement.

#### Removal of Items from Lockers

In the event the employee terminates his or her employment without notice, the Security Department shall empty the locker and inventory the contents at the request of the Human Resources Department.

The contents of the locker will be made available to be picked up the day the employee's last paycheck is made available. Items not picked up within two (2) weeks from the last day of work will be discarded.