1-12 POLICY ON PARK DISTRICT PROPERTY

Employees should understand that while certain SYCAMORE PARK DISTRICT property such as desks, locker, and vehicles are available for their use, they remain the property of SYCAMORE PARK DISTRICT and are subject to inspection, with or without notice. Employees are not permitted to store any wrongfully obtained illegal or prohibited items or substances in or on SYCAMORE PARK DISTRICT property or otherwise misuse SYCAMORE PARK DISTRICT property.

To safeguard the property and personal safety of our employees, SYCAMORE PARK DISTRICT reserves the right to inspect any packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and from SYCAMORE PARK DISTRICT property by employees and all other persons leaving and entering the SYCAMORE PARK DISTRICT premises.

SYCAMORE PARK DISTRICT reserves the right to inspect an employee's office, desk, files, locker or other area or article on SYCAMORE PARK DISTRICT premises. As noted above, all lockers, offices, desks, telephones, computers, files and so forth, are the property of SYCAMORE PARK DISTRICT and are issued for the use of employees only during their employment with SYCAMORE PARK DISTRICT.

Inspections may be conducted at any time at the discretion of the Administrative Staff of SYCAMORE PARK DISTRICT. SYCAMORE PARK DISTRICT is not responsible for the loss of personal property.

Employees working on SYCAMORE PARK DISTRICT premises or entering or leaving the premises who refuse to cooperate in any inspection, as well as employees who after the inspection are believed to be in possession of unauthorized SYCAMORE PARK DISTRICT property, confidential material, stolen property, weapons, alcohol, or illicit drugs, will be subject to disciplinary action, up to and including discharge.

Adopted:

Revised: October 2022