

P O L I C Y



Department Administration	Policy No. AD(11)	Page 1 of 1
Policy Title EMPLOYEE USE OF COUNTY SHOP FACILITIES		

Council Resolution No. C/253/86	Date: September 11, 1986	Cross Reference C/460/82	Effective September 11, 1986
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Policy Statement

Employees may be permitted to use County shop facilities during out-of-hours for minor repair and maintenance work on their own vehicle.

Regulation

1. All use requires the prior authorization of the Shop Foreman as to the time and the work to be undertaken.
2. All parts and goods to be used shall be provided by the employee.
3. No vehicle shall remain in the shop during shop hours.
4. Shop access for the primary purpose of washing a vehicle is not permitted.
5. The employee shall clean up the area used.