



**MUNICIPAL DISTRICT OF PEACE NO.135**

<b>AMENDED BY:</b> Barbara Johnson	<b>ADOPTED BY:</b> COUNCIL	<b>NUMBER:</b> PW - 2
<b>TITLE:</b> Employee Use of Shop(s)	<b>DATE:</b> March 12, 2019	
<b><u>PURPOSE OF THIS POLICY:</u></b>  To control personal use of municipal shop(s), tools, and materials.		
<b><u>POLICY STATEMENT:</u></b>  Permission shall be obtained from the Public Works Foreman or his designate prior to using the Municipal shops, tools or equipment for maintenance of personal vehicles.  Employee personal vehicles shall only be allowed in the Municipal shops outside of regular working hours.  Employees shall be responsible for purchasing their own parts, oil, filters and any other material which may be required to carry out the repair or maintenance of their personal vehicle.  Employees using the Municipal shops or equipment for personal use shall be responsible for damage and/or replacement of tools lost or damaged and shall be held liable if the shops and/or yard gate are left unlocked after hours and thefts occur.		