

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 2
PERSONAL PROPERTY IN THE WORKPLACE

- 2.01 Purpose
- 2.02 Private Property at Work
- 2.03 Shipping/Delivery of Private Property on City Premises

2.01 Purpose

The purpose of this policy is to inform employees that the protection of personal property brought into the workplace is not the responsibility of the City. The policy is meant to clearly delineate the employee's rights and obligations when bringing personal property into the workplace so that loss or damage of personal property in the workplace can be avoided.

2.02 Private Property at Work

The City does not assume responsibility for any theft or damage to the personal belongings of City employees. Therefore, the City encourages its employees to avoid bringing private articles or property to work. The City reserves the right to restrict or limit private property in City facilities. The City recommends that employees clearly label all their private property brought onto City property.

2.03 Shipping/Delivery of Private Property on City Premises

Limited shipping or delivery of personal items to or from City facilities will be allowed to the extent that such activities are not part of a commercial enterprise and do not waste or disrupt work time. Employees who have packages or parcels shipped or otherwise delivered to City facilities do so at their own risk. Employees who are not willing to accept this risk should make other agreements with respect to such parcels or packages. The City does not assume responsibility for private property in the form of packages or parcels that are being shipped or delivered to City property. As a courtesy to employees, available city employees may sign acceptance of such packages or parcels, but the City accepts no liability or ownership responsibility for the package or parcel.