

College Procedure: 400.16 – Hotel Work Search
Policy Reference: 400 – Employee Ethics and Conduct
Responsible Department: The Hotel at Kirkwood Center
Approval Authority: Cabinet
Procedure Owner: Vice President, Finance
Effective Date: 7/1/2020

Version Number: 2
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
Scope: The Hotel at Kirkwood Center

Reason for Procedure

To maintain security and prevent theft, searches of employees' personal property may be conducted on either a random or reasonable suspicion basis.

The Procedure

The Hotel reserves the right to search employees' personal property while on the premises, including at the end of a work shift. Employees may be required to submit to a search of any package, bag, purse, backpack, lunchbox or other container. To avoid inconvenience, employees are encouraged to bring only necessary items to work. Employees should not bring anything to work that they are unwilling to have searched.

The Hotel may also search any work area when there is a reasonable suspicion to believe the work area might be the location of missing property or items prohibited on campus.

Non-exempt employees will be paid during the search and while waiting for the security check, unless and until controlling law indicates that this time is not compensable. The search will be conducted by Hotel supervisory staff with a member of Kirkwood Campus Security present.

If during a search Hotel property, alcohol, drugs or any prohibited substance or items are located, further investigation will occur. The investigation may lead to disciplinary action up to and including termination of employment.

Employees are expected to cooperate and remain respectful toward security or management while searches are being conducted. Employees shall report suspected theft to a supervisor, manager or Human Resources.

References

Alcohol and Drug Procedure

Definitions

Term	
Term 1	
Term 2	
Term 3	
Term 4	

Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	1/13/2015	Jim Choate, Vice President, Finance	
2	2/11/2021	Cabinet	Procedure template