

Human Resources

Property Agreement

This agreement extends to all staff, volunteers, students and outside consultants/contractors who are assigned and hold hospital property during the course of their affiliation with Southlake Regional Health Centre.)

It is the responsibility of Southlake Regional Health Centre to provide a secure environment for our employees, affiliates, and patients. In this regard, it is important that the return of hospital property be closely monitored.

I, the undersigned, agree to take full responsibility for any and all hospital property assigned or loaned to me during the course of my affiliation with the hospital (such as keys, ID/Security card, parking tag, pagers, Palm Pilots and similar devices, etc.) I understand that I am responsible for returning all such hospital property in working condition to appropriate personnel, in various departments, prior to my departure from Southlake Regional Health Centre

I understand that there is a non-refundable administrative cost to replace an ID/Security badge.

I further understand and agree that should I fail to return, or otherwise satisfactorily account for, all assigned hospital property upon my departure, ***I will be subject to a \$200 fee****, which will be deducted from my final pay. For unpaid staff (i.e. volunteers), a deposit of **\$25.00** will be required at the time of signing this agreement.

** The fee may be refunded in special circumstances (i.e. the Exit Clearance Form was received too late for pay processing).*

Name: *(print first, last)*

Department:

Position/Title:

Signature:

Date: / /

Time:

FOR HUMAN RESOURCES/ COMMUNITY RESOURCES USE ONLY

Employee/Volunteer #:

Bar Code #:

Proximity #:

