



City of St. John's Corporate and Operational Policy

Policy: 03-05-10 Private Residence Visitation

Status:

Issued By: City Manager

Revision No:

Revision Date:

Date of Original Council

Approval: 2001/07/23

Rescind Date:

Index: 03 Human Resources

Section: 05 Employee Conduct

Title: 10 Private Residence Visitation

Purpose

For personal protection of the employee and to protect the image of all City employees.

Policy Statement

Employees visiting private residences shall:

1. Arrange residence visits so that the occupant, or a representative of the occupant is present at the residence during performance of work.
2. Ensure that the occupant is physically present at all times during the performance of work. If this cannot be ensured, the employee, will note in the presence of the occupant, any items of significant value, (eg. wallets, purses, etc.) and ask that they be taken by the occupant to another location in the residence.
3. If the occupant is not at home, a note should be left stating the time of the visit and requesting the occupant to call a specific number to request another visit.
4. The employee will report to a supervisor, where the occupant is unable or unwilling to adhere to this policy.

Application**Responsibilities**

All employees, who, during the course of their work, are required to visit private residences.

Definitions**References/Appendix****Monitoring and Contravention****Approvals**

Finance and Administration Standing Committee Report - July 13, 2001; Regular Meeting of Council - July 23, 2001

Review Period**Available to Public**

- ☐ Yes
- ☐ No