



Town of
Longmeadow, Massachusetts
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TOWN MANAGER ROBIN CROSBIE

SELECT BOARD

TO: Recycling Center Employees and Volunteers
FROM: Town Manager Robin Crosbie
RE: RECYCLING CENTER EMPLOYEE/VOLUNTEER POLICY
DATE: May 31, 2007

Recycling Center Employee/Volunteer Policy

All items stored at the Recycling Center/Transfer Station are property of the Town of Longmeadow. Items left at the "Swap Shop" are available to Longmeadow residents with current recycling center stickers on a first come-first serve basis.

Town employees and volunteers shall not be allowed to take or set-aside items from the Swap Shop during working hours, nor may they set aside or watch over items for other people. Employees and volunteers who are residents and who hold a current sticker may use the facility and remove items from the Swap Shop during non-working hours.

Any employee or volunteer found to be setting aside items for themselves or others during working hours or in any way found attempting to influence residents to give them items intended for the facility during their working hours shall be in violation of this policy. Employees or volunteers violating this policy will be subject to disciplinary action, up to and including termination.

Adopted: August 2002

Revised: May 2007