

6015P FACILITIES ACCESS PROCEDURE

Facility access to specific areas will be requested by the individual supervisor, through the Employee Assignment process in GroupLink.

In order to obtain card or key access, an employee supervisor must submit a request to the Director of Facilities. This shall be done via GroupLink. Cards and keys will be provided at no cost to the employees. Cards/keys may not be picked up by anyone other than the individual approved to receive the card/keys. Extra cards/key(s) shall not be issued to anyone to be used as “spare sets.”

Persons who are separating from employment must return all assigned cards/keys. Temporary and/or individuals who have an academic year appointment must return card/keys at the end of the employment period if requested by the supervisor or Director of Facilities.

Card/Keys shall not be transferred to another individual. Card/Keys must be returned to the Director of Facilities by the individual recipient so that records can be verified and maintained.

Individuals must report all lost or damaged cards/keys to the Director of Facilities. Non-college individuals who have been issued card/key must return keys upon completion of activity requiring access.

Keys for special purposes such as display cabinets, athletic equipment, vaults, files, desks, etc., shall be the responsibility of the department or individual who has designated responsibility for the area.

Date of Adoption: 5-7-09

Date of Implementation: 5-7-09

Date & Subject of Revisions: 4-20-10 Changed language to reflect new employee assignment process

Date & Subject of Revisions: 1/18/24 Form no longer needed. Processed using GroupLink.

