

# PROCEDURE:

## 3.4.1p. Employee Access to Facilities

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*Adopted:* October 2009

### I. **PURPOSE**

This procedure promotes the security of campus personnel and appropriate access to College property. This procedure describes the control, use, and possession of key fobs and/or keys to campus facilities.

#### **Facilities Access**

All members of the College's Executive Council and operations personnel will be provided a key fob and alarm code for Ogeechee Technical College buildings. For other employees (deans, directors, instructors, etc.) that need access to buildings after regular business hours, the supervisor will determine which building/s each will have access to and will support their request to be assigned a key fob and alarm code. The vice president of the employee's division will ultimately approve the request.

#### **Room Access**

All members of the College's Executive Council and operations personnel will be provided a master key to all areas except administrators' offices, the Business Office, the Student Records Vault, and the IT Server room. For other employees (deans, directors, instructors, etc.), the supervisor will determine which room/s the employee will have access to and will support their request to be issued keys. The vice president of the employee's division will ultimately approve the request. To have keys assigned, employees will complete the Ogeechee Technical College Facilities Access/Key Request Form, obtain approval signatures, and then forward the form to the Director of Campus Safety/Chief of Police.

#### **Temporary Access**

If an employee not assigned a key fob, alarm code, or necessary keys needs temporary access to a facility or room, the employee will complete a Facilities Access/Key Request Form and obtain the appropriate approvals. The form is then forwarded to the Director for Campus Safety/Chief of Police. The Director for Campus Safety/Chief of Police will assign a temporary key fob, alarm code, and/or key to the employee. The Director for Campus Safety/Chief of Police will collect the key fob and/or key and deactivate the alarm code when the date/time expires for the temporary access. Temporary access is granted for special occasions or extenuating circumstances and it not meant for long term access.

## **Returning Keys and Key Fobs**

It is the responsibility of the Director for Human Resources to obtain any keys and/or key fobs issued to full-time employees during the exit interview. The Director for Human Resources will deliver all keys to the Director for Campus Safety/Chief of Police to be recorded as returned and placed into inventory along with acknowledging the return by signing the full-time Termination Agreement Form. The form will be signed by the Director for Campus Safety/Chief of Police only if all items have been returned.

All keys or key fobs issued to part-time employees must be collected by the department/division official that has been designated as responsible for ensuring the keys and/or key fobs are collected once a part-time employee is terminated for any reason. The designated official will deliver all keys to the Director for Campus Safety/Chief of Police to be recorded as returned and placed into inventory along with acknowledging the return by signing the part-time Termination Agreement Form. The form will be signed by the Director for Campus Safety/Chief of Police only if all items have been returned.

If all assigned keys and/or key fobs are not returned, the employee will be charged for key replacement and all lock rekeying costs if deemed necessary by the Director for Campus Safety/Chief of Police. Human Resources may also hold an employee's final paycheck until all items have been returned and the Director for Campus Safety/Chief of Police signs the appropriate Termination Agreement form.

## **Duplication**

All keys referred to in this procedure are the property of Ogeechee Technical College and are not to be duplicated by anyone other than Campus Safety. Duplication of a key, or the possession of an unauthorized duplicate, may result in appropriate positive discipline action.

In addition, no key or key fob shall be transferred from one person to another without being returned to Campus Safety for appropriate re-issue.

## **II. RELATED AUTHORITY**

TCSG Procedure 3.4.1p1. Emergency Operations Planning

## **III. APPLICABILITY**

This procedure applies to all facilities owned, leased, or otherwise occupied by Ogeechee Technical College. In addition, it applies to all faculty, staff, and contractors working for the College.

## **IV. DEFINITIONS**

None.

## V. ATTACHMENTS

Facilities Access/Key Request Form  
OTC Termination Agreement (Part-time)  
OTC Termination Agreement (Full-time)

## VI. PROCEDURE

Requesting access to a building or room:

1. Complete Facilities Access/Key Request Form.
2. Keys and key fobs may be requested for regularly appointed College and part-time employees for the duration of employment.
3. Obtain appropriate approving signatures.
4. Submit completed form to Campus Safety in Office 180 of the Joseph E. Kennedy Building.
5. Receive and sign for authorized keys, alarm codes, and/or key fobs in person.
6. All keys and key fobs must be returned at termination of employment. The keys must be accompanied by the Ogeechee Technical College Termination Agreement Form for both part-time and full-time employees. Failure to return keys as required will result in a charge consistent with the procedure above.
7. Periodic auditing of issued keys may be requested.
8. Duplicates of outstanding (un-cleared) keys will not be issued.

### **Facilities Access Acknowledgement and Compliance Agreement**

All employees must sign the Facilities Access Acknowledgement and Compliance Agreement before building access or room access will be granted. The agreement is located on the Facilities Access/Key Request Form and is listed below.

*By signing the statement below, I acknowledge acceptance of my alarm code, key fob, and/or keys and adherence to the OTC Employee Access to Facilities Procedure (3.4.1p.). I understand that I have access to Ogeechee Technical College's facilities and I agree to adhere to the following guidelines:*

1. *I will not review records or files for which I do not have a legitimate need to know in order to perform my duties.*
2. *I will enter areas for which I have a legitimate need.*
3. *I will not remove equipment, furniture, and/or records from Ogeechee Technical College facilities except as specifically authorized to do so.*
4. *I will not share my key, key fob, and/or alarm code with anyone, including my support staff, if any, and I understand that, if I do, it may result in the removal of my access privileges and could also result in appropriate disciplinary action.*

## VII. RECORD RETENTION

N/A