

# PROCEDURE:

## 3.4.1p. Employee Access to Facilities

**Revised:** October 2010; October 2011; November 14, 2012; October 16, 2013; October 15, 2014; October 14, 2015; October 18, 2017; October 16, 2019; October 16, 2024

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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 any access method, including keys, fobs, cards, or codes, to enter any campus property.

#### **Facilities Access**

All members of the College's Executive Council and Operations department will be provided access and an alarm code for Ogeechee Technical College facilities. All other employees will submit a Facilities Request Form to their supervisor to access the facilities required to perform their assigned duties. If access is required outside of normal business hours, an alarm code will also be assigned. The approval of the employee's divisional Vice President is required for all access requests. Once approved, the Campus Police Department will provide the requested access.

#### **Returning Facilities Access Methods**

It is the responsibility of the Director for Human Resources to obtain any facilities access issued to an employee during the exit interview. The Director for Human Resources will deliver all physical items to the Director for Campus Safety/Chief of Police to be recorded as returned along with acknowledging the return by signing the appropriate 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 facilities access methods are not returned, the employee will be charged for 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 access methods remain the property of Ogeechee Technical College. They are not to be duplicated, shared, nor transferred. Any violation may result in revocation of access and/or further disciplinary action.

### II. **RELATED AUTHORITY**

TCSG Procedure 3.4.1p1. Emergency Operations Planning

### III. **APPLICABILITY**

This procedure applies to all properties 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 Form  
OTC Termination Agreement (Part-time)  
OTC Termination Agreement (Full-time)

### VI. **PROCEDURE**

Requesting access to a building or room:

1. Complete Facilities Access Form.
2. Access 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 Police in Office 180 of the Joseph E. Kennedy Building.
5. Receive and sign for authorized access methods in person.
6. All access methods must be returned when requested or at termination of employment. They must be accompanied by the appropriate Ogeechee Technical College Termination Agreement Form. Failure to comply will result in a charge consistent with the procedure above.
7. Periodic auditing of issued access methods may be requested.

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

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

*By signing the statement below, I acknowledge acceptance of my access 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 access 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