

# Stark County Board of Developmental Disabilities

Policy 3.10 Employee Building Access	Effective: 10/25/2016
Chapter 3: Safety and Facilities	Page 1 of 1

## EMPLOYEE BUILDING ACCESS

### POLICY

The Stark County Board of Developmental Disabilities has developed this policy regarding the issuance of keys, building access codes, and electronic access cards, such as employee badges, in order to control access to each of its building sites. This policy also applies to any other type of distribution of devices used to control access to property or facilities. Devices may include door openers, key pad controls, or remote devices.

The need for access to buildings operated by the Stark County Board of Developmental Disabilities, in order to assure timely and efficient operation of the Agency, must be balanced with an equally urgent concern for the safety of all employees and individuals along with the security of the buildings and property. Each building has designated public and private entrances.

The policy of the Board is to issue keys to only eligible employees approved by a responsible authority, such as the employee's supervisor, on the basis of need as opposed to convenience. All requests for keys or electronic access to an office or building are submitted to the Manager of Building and Grounds. In cases where the issuance of certain keys is highly limited, a "responsible authority" is required to sign off on the request in addition to the employee's immediate supervisor. The Superintendent or his/her designee is considered to be a "responsible authority".

New employees are issued an electronic access card (employee badge) based upon their work location(s) and are responsible for its safekeeping. Electronic access cards serve as the employee's identification badge, clock in mechanism for KRONOS, and sign in for access to Board copier equipment. Lost employee badges, keys, or any other type of access to Board buildings and offices are to be reported immediately to the Human Resources Department so the proper security measures may be taken. Employees are responsible for safekeeping of the keys, electronic access cards, and other devices that they have been issued, and shall return the item(s) upon request or at the end of employment, whichever occurs first.

Historical Resolution Information		Reviewer(s):
<b>Date</b>	<b>Resolution Number</b>	Director of Human Resources Buildings/Grounds Maintenance Manager
9/28/13	09-66-13	
10/25/16	10-42-16	