

## **BUILDING ACCESS FOR EXTERNAL STAKEHOLDERS/CAMPUS PARTNERS/DOMESTIC PARTNERS, SPOUSES AND/OR DEPENDENTS**

**Section:** Safety and Security

**Policy:** External stakeholders, campus partners and domestic partners, spouses and/or dependents who need access to buildings must go through an approval process.

**Purpose:** The purpose of this policy is to provide requirements for assigning residence hall access to external stakeholders (including personal care attendants), campus partners and domestic partners, spouses and/or dependents. University Housing staff members should refer to the Staff Access to Buildings policy.

**Scope:** This policy applies to external stakeholders (including personal care attendants), campus partners and domestic partners, spouses and/or dependents of live-in staff/campus partners.

**Background:** This policy has been established because the Housing Business and Human Resources (HBHR) office staff was charged with the responsibility of maintaining electronic access for all individuals (except students with contracted assignments) to the housing facilities. As such, HBHR staff needed specific procedures to follow when adding and deleting external stakeholders/campus partners to the access database. These individuals may include, but are not limited to: academic partners, athletic coaches, contractors, domestic partners, spouses, and/or dependents of live-in staff/campus partners and personal care attendants (PCAs).

**Procedure:**

- I. As the need develops for an individual as defined in the scope of this policy to have access to one or more of the University Housing facilities, the housing staff member directly working with the person (or a campus partner responsible for that person) making the access request should initiate a Building Access For External Stakeholders Request through a JotForm. This housing staff member is referred to as the housing staff initiator.
- II. Before starting the JotForm the housing staff initiator should collect the following information from the person making the access request.
  - A. Requestor's name, email address and affiliation to UGA.
  - B. The person requiring access' name, MyID (if UGA student or employee) and the reason they need access. Note that the person requiring access can be different than the requestor if the requestor is requesting on behalf of another individual (e.g., A UGA vending manager could request access for a Coca-Cola employee. In this scenario the UGA vending manager would be the requestor and the Coca-Cola employee would be the person requiring access. If the UGA vending manager was requestor access for themselves they would be both the requestor and the person requiring access).
  - C. A list of buildings where access is needed, the date access is needed and the date access should end. Note that access cannot be granted for longer than one calendar year. If building-wide access is not needed that should be noted. For example, access may only be needed for the loading dock doors in a building as opposed to access to all doors in a building.
- III. It is the responsibility of each individual to have a UGA OneCard in order to access the residence halls. If the individual needing access does not have a UGA OneCard,

they should visit the OneCard Services page (<https://tate.uga.edu/ugacard/ugaonecard/>) to complete the appropriate request form. The individual needing access should work with their sponsoring department on completion of any required paperwork or verification.

- IV. After all information has been collected and the person who needs building access has a UGA OneCard, the housing staff initiator will complete the [Building Access for External Stakeholder Request](#) JotForm. In addition to the collected information the housing staff initiator will need to add their name and contact information and choose an approving director. After all this information has been entered into the JotForm, the housing staff initiator will submit the information by clicking Forward to Director on the JotForm.
- V. The approving director will receive an email with the information entered into the JotForm and may approve or deny the request.
  - A. If the director approves the request a notification email will be sent to Human Resources with all information so access can be granted to start and end at the appropriate times. Human Resources will indicate that access has been granted (or will be granted at a future date) on the JotForm, which will send an email to the requestor, the housing staff initiator and the Housing Management team noting the access approval and sharing expectations.
  - B. If the director denies the request, they will have an opportunity to add comments on why they are denying the request and the housing staff initiator will receive an email that the request has been denied, as well as any comments by the director.
- VI. Individuals who are approved for access will receive the following expectations regarding building access to University Housing residence halls (if someone else requested access for another individual, it is their responsibility to pass this information along):
  - A. You should only access our buildings for the purposes for which access was approved
  - B. You should always be properly identified
  - C. You are expected to use your access card to enter buildings and should not circumvent the access control reader in any way (i.e., following a student into the building without first scanning your card)
  - D. Our card readers require a PIN. For building access, you will need to scan your card, enter your PIN and push # to gain access
    - a. Non-UGA Employees – your building access PIN can be found on the attached PDF
    - b. UGA Employees – create your building access PIN by visiting [housing.uga.edu](http://housing.uga.edu) and clicking the PIN link in the black bar at the top of the page
  - E. Finally, you should comply with university and housing policies while on site
- VII. Building access for PCAs will be requested by the associate director for assignments and contracts or their designate according to the PCA policy.
- VIII. If the external stakeholder is also a University Housing staff member, he or she will receive work-related access through the Staff Access to Buildings policy (e.g., A housing employee who is the spouse of a live-in staff member).

- IX. HBHR conducts ongoing audits to ensure the correct individuals have access. During these audits, HBHR will contact the housing staff member who initiated the access request before the access is set to expire to see if the individual still needs access to the building(s). If access is no longer needed it will be removed on the expiration date (or earlier if applicable). If access needs to be extended, the initiator must submit a new request per the steps outlined above.
  
- X. A list of current external stakeholders who have been approved for access is saved on the server at S:\Resources\AS&C\HBHR\Human Resources.

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