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, 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, 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.

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 this individual should initiate an Access Request Form (located on the housing staff website→Forms→HR) and submit it to their unit director for approval.

II.   The appropriate unit director (executive director, Administrative Services and Communications, Facilities or Residential Programs and Services) will approve or decline the request. If the request is approved, the unit director should notify the other directors and document approval in the directors' or housing management team meeting minutes.*

        *For domestic partners, spouses and/or dependents of live-in staff/campus partners, notification is not required to be provided to other directors or documented in directors' or housing management team meeting minutes.

III.   If the approval is granted, the unit director will return the form to the initiator for completion.

IV.   If the individual needing access already has a UGA OneCard (e.g., current UGA faculty or staff member), their 16-digit identification number should be included on the form. 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, and is an external contractor/vendor, the housing staff member directly working with this individual should obtain a copy of the Request for Temporary ID Card (contractor) form from the UGA Card Office. The housing employee should complete this with the individual needing a UGA OneCard and obtain the executive director's signature before sending the request to the UGA Card Office (although not

required, five days advance notice is appreciated). Then, once approved by the UGA Card Office, a Request for Special Photo Card (contractor) should be completed by the individual needing a UGA OneCard. Once a 16-digit identification number has been assigned to this individual, it should be included on the housing form. Because the 16-digit identification number is not listed on all badges or IDs, the person needing the access may have to specifically ask the UGA Card Office staff for his or her number.

    A.   Individuals who have been granted access under this policy should display their UGA identification prominently when entering and while in the building.

    B.   In addition, these individuals are expected to follow all applicable UGA and housing policies and procedures. These policies and procedures are referenced in the policies manual on the housing staff website and the Community Guide.

V.   Once the Access Request form has been completed, the housing staff member who initiated the request should submit it to HBHR.

VI.   HBHR will update the database to include the approved individual and email the individual with instructions on how to select a PIN. If the individual does not have a myID, HBHR will set up the PIN for the individual.

VII.   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. *Example: A housing employee who is the spouse of a live-in staff member.*

VIII.   HBHR will conduct access audits each January, June and September to ensure the correct individuals have access. During this audit, HBHR will contact the housing staff member who initiated the access request to see if the individual still needs access to the building(s). If access needs to be extended, the initiator should submit a new request per the steps outlined above.

IX.   A list of current external stakeholders is saved on the server at S:\Resources\AS&C\HBHR\Human Resources.

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