

STAFF ACCESS TO BUILDINGS

Section: Safety and Security

Policy: The level of electronic access to University Housing buildings will be granted to staff members based on the position occupied. Staff must only use their access for the purposes it was given.

Purpose: This policy provides a list of various levels of access and the positions that qualify for each. Exceptions to this policy will be granted only based on an exception memorandum signed by a director (see Procedure V below).

Scope: This policy applies to all staff members.

Procedure:

The Housing Business Office and Human Resources (HBHR) staff is responsible for granting staff access in the access database system (except for the positions listed in the other access section below). Once the HBHR assigns access in the system, staff members are responsible for selecting a PIN using the following link:

<https://sso.uga.edu/cas/login?service=https%3a%2f%2fpin.housing.uga.edu%2fhousing%2fhome>

Staff access is granted by position as follows:

I. Access to all facilities:

Area	Position	Access to:
RPS	Director of residential programs and services	All facilities
RPS	Associate director	All facilities
RPS	Security coordinator	All facilities
RPS	Senior security guard	All facilities
RPS	Security guard	All facilities
RPS	Assistant director	All facilities
RPS	Senior coordinator	All facilities
RPS	Residence hall director	All facilities
RPS	Doctoral intern/graduate resident	All facilities
FAC	Director of facilities	All facilities
FAC	Associate director	All facilities
FAC	Residential building services worker	All facilities
FAC	Residential building services worker lead	All facilities
FAC	Residential building services manager	All facilities
FAC	Residential building services training manager	All facilities
FAC	Residential building services superintendent	All facilities
FAC	Maintenance supervisor	All facilities
FAC	Skilled craft worker	All facilities
FAC	Mason	All facilities
FAC	Painter	All facilities
FAC	Electrician	All facilities
FAC	Utility worker	All facilities
FAC	Work control assistant	All facilities
FAC	Work control manager	All facilities
FAC	Materials handler supervisor	All Facilities
FAC	Materials handler	All Facilities
FAC	Locksmith	All Facilities
FAC	Project coordinator	All Facilities

FAC	Capital project manager	All Facilities
FAC	Maintenance superintendent	All Facilities
FAC	Engineer	All Facilities
FAC	Junior facilities engineer	All Facilities
FAC	Engineering student intern	All Facilities
ASC	Director of administrative services and communications	All Facilities
ASC	Associate director	All Facilities
ASC	IT senior manager	All Facilities
ASC	IT professional specialist	All Facilities
ASC	Application programmer specialist	All Facilities
ASC	Assistant director for communications	All Facilities
ASC	Web developer specialist	All Facilities
ASC	Social media and marketing manager	All Facilities
EDO	Dean of students	All Facilities
EDO	Executive director	All Facilities
EDO	Assistant to the executive director	All Facilities
EDO	Sustainability coordinator	All Facilities
EDO	Alumni relations coordinator	All Facilities
EDO	Doctoral intern-assessment and evaluation	All Facilities
EDO	Graduate assistant for sustainability	All Facilities

II. Access to assigned community/building:

Area	Position	Access to:
RPS	Administrative assistant – Brumby Office	Brumby, Russell, Creswell, Hill, Morris
RPS	Administrative assistant – Myers Office	Myers, Mary Lyndon, Soule, Rutherford, Black-Diallo-Miller, Reed, Payne, Oglethorpe
RPS	Administrative assistant – ECV Office	Busbee, McWhorter, Rooker, Vandiver, Building 1516
RPS	Administrative assistant - HSC Office	Brown Hall
RPS	Administrative assistant – RPS Office	Creswell, Boggs, Church, Hill, Lipscomb, Mell, Morris
RPS	Graduate assistant for residential services	Building 1516
RPS	Resident assistant and class advocate – Black-Diallo-Miller (student doors and door 199C)	Black-Diallo-Miller
RPS	Resident assistant and class advocate – Brumby (student doors only)	Brumby
RPS	Resident assistant and class advocate – Russell (student doors only)	Russell
RPS	Resident assistant and class advocate – Creswell (student doors only)	Creswell
RPS	Resident assistant and class advocate – Oglethorpe House (student doors only)	Oglethorpe
RPS	Resident assistant and class advocate – Boggs (student door only)	Hill, Boggs, Mell, Church, Lipscomb, Morris
RPS	Resident assistant and class advocate – Church (student door only)	Hill, Boggs, Mell, Church, Lipscomb, Morris
RPS	Resident assistant and class advocate – Hill (student door only)	Hill, Boggs, Mell, Church, Lipscomb, Morris

RPS	Resident assistant and class advocate – Mell (student door only)	Hill, Boggs, Mell, Church, Lipscomb, Morris
RPS	Resident assistant and class advocate – Lipscomb (student door only)	Hill, Boggs, Mell, Church, Lipscomb, Morris
RPS	Resident assistant and class advocate – Morris (student door only)	Hill, Boggs, Mell, Church, Lipscomb, Morris
RPS	Resident assistant and class advocate – Reed (student doors only)	Reed and Payne
RPS	Resident assistant and class advocate – Payne (student door only)	Reed and Payne
RPS	Resident assistant and class advocate – Myers (student doors only)	Myers, Mary Lyndon, Soule, Rutherford
RPS	Resident assistant and class advocate – Soule (student door only)	Myers, Mary Lyndon, Soule, Rutherford
RPS	Resident assistant and class advocate – Rutherford (student doors only)	Myers, Mary Lyndon, Soule, Rutherford
RPS	Resident assistant and class advocate – Mary Lyndon (student door only)	Myers, Mary Lyndon, Soule, Rutherford
RPS	Resident assistant and class advocate – 1516 (student doors, including bike storage area)	1516
RPS	Resident assistant and class advocate – Rooker (student doors, including Busbee game room)	Busbee, McWhorter, Rooker, Vandiver
RPS	Resident assistant and class advocate – Busbee (student doors, including Busbee game room)	Busbee, McWhorter, Rooker, Vandiver
RPS	Resident assistant and class advocate – Vandiver (student doors, including Busbee game room)	Busbee, McWhorter, Rooker, Vandiver
RPS	Resident assistant and class advocate – McWhorter (student doors, including Busbee game room)	Busbee, McWhorter, Rooker, Vandiver
RPS	Resident assistant and class advocate – HSC (student doors only)	Brown Hall
ASC	Assignments coordinator	Russell
ASC	Housing assignments specialist	Russell
ASC	Administrative assistant	Russell
ASC	Human resources senior manager	Creswell
ASC	Human resources coordinator	Creswell
ASC	Human resources specialist	Creswell
ASC	Fiscal affairs manager	Russell
ASC	Purchasing manager	Russell
ASC	Accountant	Russell
ASC	Purchasing specialist	Russell
EDO	Administrative specialist	Russell

III. No access:

The following is a list of staff for which access is not approved. When these staff members need to gain access to any building they must call to be buzzed in:

Area	Position	Access to:
FAC	Administrative associate	None
ASC	Application analyst specialist (EITS)	None
ALL	Temporary staff	None

IV. Other Access

- A. Housing administrative office reader in Russell Hall: The only staff with approved access to the housing administrative offices are those who have offices/work spaces within that area, as well as the associate director for HBHR, fiscal affairs manager, senior security guards, and the director for residential programs and services.
 - B. Keyshop Office: The only staff with approved access to the Keyshop Office include the associate director for facilities operations, the locksmiths and the maintenance superintendent.
 - C. On-call Key Box: The following staff have access to the on-call key box in Building D – associate director for facilities operations, locksmiths, maintenance superintendent, area maintenance supervisors, mason, electrician, HVAC/refrigeration mechanic, painter, skilled trades workers and utility workers.
- V. Exceptions
- If a supervisor determines that a staff member requires access not granted in this policy, they should email the respective director of that area for approval. After approval, the supervisor should forward the email to the HR senior manager and HR coordinator, who will then update the access database and this policy, when applicable. Exceptions should be identified as permanent or temporary. If permanent, the respective table above will be updated for the position as described in the email. If temporary, the supervisor must identify a start date and end date. A list of current staff members with exceptions to the access referenced above is saved on the server at S:\Resources\ASC\HBHR\Human Resources – Staff Exceptions tab.
- VI. Domestic partners, spouses and/or dependents of live-in staff/campus partners: Staff who are registered domestic partners, spouses and/or dependents of live-in staff/campus partners will receive non-work-related access through the Building Access for External Stakeholders/Campus Partners/Domestic Partners, Spouses and/or Dependents policy.
- VII. Audits
- HBHR will perform access audits in January, June and September to ensure proper staff access per the tables in sections I, II, III and IV above. During the audit, HBHR will contact respective directors with discrepancies or exceptions (see Section V) that have exceeded the identified end date.

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