

## 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 manager	All facilities
RPS	Senior security guard	All facilities
RPS	Security guard	All facilities
RPS	Assistant director	All facilities
RPS	Senior coordinator	All facilities
RPS	Residential leadership coordinator	All facilities
RPS	Residence hall director	All facilities
RPS	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	Security systems and access control manager	All facilities
FAC	Maintenance supervisor	All facilities
FAC	Skilled trades worker	All facilities
FAC	Mason	All facilities
FAC	Painter	All facilities
FAC	Electrician	All facilities
FAC	Utility worker	All facilities
FAC	HVAC/refrigeration mechanic/controls technician	All facilities
FAC	Work control assistant	All facilities
FAC	Work control manager	All facilities
FAC	Materials handler supervisor	All facilities

<b>FAC</b>	Materials handler	All facilities
<b>FAC</b>	Locksmith	All facilities
<b>FAC</b>	Project coordinator	All facilities
<b>FAC</b>	Capital project manager	All facilities
<b>FAC</b>	Maintenance superintendent	All facilities
<b>FAC</b>	Engineer	All facilities
<b>FAC</b>	Junior facilities engineer	All facilities
<b>FAC</b>	Engineering student intern	All facilities
<b>FAC</b>	Student interior design assistant	All facilities
<b>ASC</b>	Director of administrative services and communications	All facilities
<b>ASC</b>	Associate director	All facilities
<b>ASC</b>	Assistant director	All facilities
<b>ASC</b>	IT senior manager	All facilities
<b>ASC</b>	IT professional specialist	All facilities
<b>ASC</b>	Application programmer principal	All facilities
<b>ASC</b>	Application programmer specialist	All facilities
<b>ASC</b>	Web developer principal	All facilities
<b>ASC</b>	Social media and marketing manager	All facilities
<b>EDO</b>	Dean of students	All facilities
<b>EDO</b>	Executive director	All facilities
<b>EDO</b>	Assistant to the executive director	All facilities
<b>EDO</b>	Sustainability coordinator	All facilities
<b>EDO</b>	Alumni relations coordinator	All facilities

## II. Access to assigned community/building:

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

<b>RPS*</b>	Resident assistant – Mell (student door only)	Hill, Boggs, Mell, Church, Lipscomb, Morris
<b>RPS*</b>	Resident assistant – Lipscomb (student door only)	Hill, Boggs, Mell, Church, Lipscomb, Morris
<b>RPS*</b>	Resident assistant – Morris (student door only)	Hill, Boggs, Mell, Church, Lipscomb, Morris
<b>RPS*</b>	Resident assistant – Reed (student doors only)	Reed and Payne
<b>RPS*</b>	Resident assistant – Payne (student door only)	Reed and Payne
<b>RPS*</b>	Resident assistant – Myers (student doors only)	Myers, Mary Lyndon, Soule, Rutherford
<b>RPS*</b>	Resident assistant – Soule (student door only)	Myers, Mary Lyndon, Soule, Rutherford
<b>RPS*</b>	Resident assistant – Rutherford (student doors only)	Myers, Mary Lyndon, Soule, Rutherford
<b>RPS*</b>	Resident assistant – Mary Lyndon (student door only)	Myers, Mary Lyndon, Soule, Rutherford
<b>RPS*</b>	Resident assistant – 1516 (student doors, including bike storage area)	1516
<b>RPS*</b>	Resident assistant – Rooker (student doors, including Busbee game room)	Busbee, McWhorter, Rooker, Vandiver
<b>RPS*</b>	Resident assistant – Busbee (student doors, including Busbee game room)	Busbee, McWhorter, Rooker, Vandiver
<b>RPS*</b>	Resident assistant – Vandiver (student doors, including Busbee game room)	Busbee, McWhorter, Rooker, Vandiver
<b>RPS*</b>	Resident assistant – McWhorter (student doors, including Busbee game room)	Busbee, McWhorter, Rooker, Vandiver
<b>RPS*</b>	Resident assistant – HSC (student doors only)	Brown Hall
<b>RPS*</b>	Residential belonging assistant – Zone 1 (Brumby, Russell, Morris)	Brumby, Russell, Morris
<b>RPS*</b>	Residential belonging assistant – Zone 2 (Creswell, Hill)	Creswell, Black-Diallo-Miller, Church, Hill, Boggs, Mell, Lipscomb
<b>RPS*</b>	Residential belonging assistant – Zone 3 (Oglethorpe House, Myers, Reed)	Reed, Payne, Myers, Mary Lyndon, Rutherford, Soule, Oglethorpe House
<b>RPS*</b>	Residential belonging assistant – Zone 4 (Building 1516, UV East K)	Rooker, Vandiver, McWhorter, Busbee, Building 1516
<b>ASC</b>	Assignments coordinator	Russell
<b>ASC</b>	Assignments specialist	Russell
<b>ASC</b>	Human resources senior manager	Creswell
<b>ASC</b>	Training, recruitment and retention coordinator	Creswell
<b>ASC</b>	Human resources coordinator	1516, Black-Diallo-Miller, Brown, Brumby, Creswell, Hill, Lipscomb, Morris, Myers, O-House, Reed, Rooker, Russell, Soule
<b>ASC</b>	Human resources specialist	1516, Black-Diallo-Miller, Brown, Brumby, Creswell, Hill, Lipscomb, Morris, Myers, O-House, Reed, Rooker, Russell, Soule
<b>ASC</b>	Fiscal affairs manager	Russell

<b>ASC</b>	Purchasing manager	Russell
<b>ASC</b>	Accountant	Russell
<b>ASC</b>	Purchasing specialist	Russell
<b>EDO</b>	Administrative specialist	Russell

\*RA and RBA access is provided via StarRez. RAs and RBAs are granted access for the hall to which they are assigned and mapped for other duty-related access, where applicable.

### 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:

<b>Area</b>	<b>Position</b>	<b>Access to:</b>
<b>FAC</b>	Administrative associate	None
<b>ALL</b>	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, 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, security systems and access control manager, 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, security systems and access control manager, 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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