

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.

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 on the basis of 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://pin.housing.uga.edu/Home/Set>. 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	Building services worker	All facilities
FAC	Building service worker lead	All facilities
FAC	Building services manager	All facilities
FAC	Building services superintendent	All facilities
FAC	Maintenance supervisor (East Zone, West Zone, Central Zone, Hill Zone, UV/HSC Zone)	All facilities
FAC	Skilled craft worker	All facilities
FAC	Mason	All facilities
FAC	Painter	All facilities
FAC	Electrician	All facilities
FAC	Special Projects Coordinator	All facilities
FAC	Facilities analyst	All facilities
FAC	Maintenance dispatcher (full time only)	All facilities
FAC	Warehouse supervisor	All Facilities
FAC	Materials handler	All Facilities
FAC	Locksmith	All Facilities
FAC	Building control engineering analyst	All Facilities
FAC	Project coordinator	All Facilities
FAC	Capital projects coordinator	All Facilities
FAC	Maintenance superintendent	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	Senior public relations coordinator	All Facilities
ASC	Web developer associate	All Facilities
ASC	PR specialist	All Facilities
ED	Executive director	All Facilities
ED	Assistant to the executive director	All Facilities
ED	Sustainability coordinator	All Facilities
ED	Alumni relations coordinator	All Facilities
ED	Doctoral intern-assessment and evaluation	All Facilities

II. Access to assigned community/building:

Area	Position	Access to:
RPS	Administrative assistant – Brumby Office	Brumby, Russell, Creswell
RPS	Administrative assistant – Myers Office	Hill, Boggs, Mell, Oglethorpe, Church, Lipscomb, Myers, Mary Lyndon, Soule, Rutherford, Reed, Morris, Payne
RPS	Administrative assistant – ECV Office	Busbee, McWhorter, Rooker, Vandiver, Building 1516
RPS	Administrative assistant - HSC Office	Brown Hall
RPS	Resident assistant and class advocate – Brumby	Brumby
RPS	Resident assistant and class advocate – Russell	Russell
RPS	Resident assistant and class advocate – Creswell	Creswell
RPS	Resident assistant and class advocate – Oglethorpe House	Oglethorpe
RPS	Resident assistant and class advocate – Boggs	Hill, Boggs, Mell, Church, Lipscomb, Morris
RPS	Resident assistant and class advocate – Church	Hill, Boggs, Mell, Church, Lipscomb, Morris
RPS	Resident assistant and class advocate – Hill	Hill, Boggs, Mell, Church, Lipscomb, Morris
RPS	Resident assistant and class advocate – Mell	Hill, Boggs, Mell, Church, Lipscomb, Morris
RPS	Resident assistant and class advocate – Lipscomb	Hill, Boggs, Mell, Church, Lipscomb, Morris
RPS	Resident assistant and class advocate – Morris	Hill, Boggs, Mell, Church, Lipscomb, Morris
RPS	Resident assistant and class advocate – Reed	Reed and Payne
RPS	Resident assistant and class advocate – Payne	Reed and Payne
RPS	Resident assistant and class advocate – Myers	Myers, Mary Lyndon, Soule, Rutherford
RPS	Resident assistant and class advocate – Soule	Myers, Mary Lyndon, Soule, Rutherford
RPS	Resident assistant and class advocate – Rutherford	Myers, Mary Lyndon, Soule, Rutherford
RPS	Resident assistant and class advocate – Mary Lyndon	Myers, Mary Lyndon, Soule, Rutherford

RPS	Resident assistant and class advocate – 1516	1516
RPS	Resident assistant and class advocate – Rooker	Busbee, McWhorter, Rooker, Vandiver
RPS	Resident assistant and class advocate – Busbee	Busbee, McWhorter, Rooker, Vandiver
RPS	Resident assistant and class advocate – Vandiver	Busbee, McWhorter, Rooker, Vandiver
RPS	Resident assistant and class advocate – McWhorter	Busbee, McWhorter, Rooker, Vandiver
RPS	Resident assistant and class advocate – HSC	Brown Hall
ASC	Administrative associate	Russell
ASC	Assignments coordinator	Russell
ASC	Student affairs specialist I	Russell
ASC	Administrative assistant	Russell
ASC	Human resources manager	Russell
ASC	Human resources specialist	Russell
ASC	Business manager	Russell
ASC	Accountants	Russell
ED	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:
RPS	Administrative associate	None
RPS	Administrative assistant	None
FAC	Administrative associate	None
FAC	Procurement coordinator	None
ASC	Application analyst specialist	None

IV. Other Access

The assistant directors and the residence hall directors for Building 1516 and Myers Hall are responsible for managing student access to the Building 1516 and Myers Hall bike rooms. The community services assistants will grant staff access to the bike rooms during emergencies.

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 manager and associate director in HBHR, 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 V above. During the audit, HBHR will contact respective directors with discrepancies or exceptions (see Section V) that have exceeded the identified end date. East Campus Village RPS staff will perform periodic access audits to ensure proper student access to the Building 1516 bike room per above.

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