

WORKSITE ACCESS

Section 1. Should a supervisor determine that building or room access is necessary for an employee to perform their role, the university will provide the necessary means of access (keys, keycodes, proxcard permissions, etc.) to any required room or building. This includes after-hours access if necessary.

Employees who violate building access policies or who duplicate or share access materials without permission, may be subject to disciplinary action, up to and including termination.

Building access may be revoked if, at any time, the supervisor determines that access is no longer necessary or appropriate.