



**Facilities Access, Key Assignment and Return Policy**

(2/7/2014)

For the safety and well being of all of the stakeholders in the Dorothy F. Schmidt College of Arts and Letter the following procedures are to be followed by academic units when providing access to FAU facilities by key and swipe card access. This policy applies to all that are given access to FAU facilities including: full-time faculty, staff, adjunct faculty, lab and technical assistants, courtesy appointments, GA, GTA, RA and undergraduate students.

**Swipe Card Access**

Several areas in the Dorothy F. Schmidt College of Arts and Letters have been equipped with swipe card systems. This requires employees and students who have permission to enter these areas to have an active owl card. Each academic unit who has oversight of an area that uses a swipe card access door will be responsible for requesting permission for individuals to have full or limited access through the Owl Card Access Forum. A staff person in these academic units is to be trained to input permissions for faculty, employees and students. The Chair or Director of the academic unit will act as the access approval authority.

Owl Card Swipe Access:

Faculty, full-time	May be given 24/7, 365 access to facilities that are necessary to their position in the University.
Staff	May be given 24/7, 365 access to facilities that are necessary to their position in the University.
Adjunct Faculty	Limit to semester contract period. Limit to days/times required to be in the swipe card access facilities
GA, GTA, RA	Limit to contract period (semester or academic year). 24/7 access can be given if warranted by department chair.
Courtesy Appointments	Limit to appointment period.
Students (UG & Grad)	Limit to semester Limit to days/times required to be in the swipe card access facilities 24/7 access can be given if warranted by department chair. Access during breaks is at the discretion of the department chair.

Owl Card Swipe Access permission should be removed promptly if an employee or student resigns, leaves, is dismissed from the university or is relieved of their position that required access.

## Key Issue and Return

- Academic units are required to maintain an accurate key log in the department office
- All keys must be signed out by the employee or student at the time of issue.
- All keys must be returned and signed back into the key log by the designated staff person

### Procedures:

Faculty (full-time) and Staff	<p><b>Issued keys:</b> Faculty members and staff should be issued keys to facilities deemed necessary by the department chair at the time of hire or when relocating within FAU.</p> <ul style="list-style-type: none"> <li>• Employee must sign to acknowledge receipt of keys.</li> </ul>
	<p><b>Returned:</b> Keys must be returned to the department office and signed in:</p> <ul style="list-style-type: none"> <li>• Employee is assigned a different office, lab and/or classroom</li> <li>• Employment with the University ends.</li> </ul> <p>Procedure for returning keys:</p> <ul style="list-style-type: none"> <li>• Keys must be returned to the department office</li> <li>• Signed into log by Department staff.</li> <li>• When a faculty member or staff employee leaves <b>do not complete the Separation Clearance Form until all keys and University property have been returned.</b> Any sick leave or annual leave compensation due to the former employee will be held until Separation Clearance Form is submitted to HR.</li> </ul>
Adjunct Faculty	<p><b>Issued keys:</b> For the contract period only.</p> <ul style="list-style-type: none"> <li>• Adjunct faculty must sign to acknowledge receipt of keys.</li> </ul>
	<p><b>Returned:</b> At the end of the contract period.</p> <ul style="list-style-type: none"> <li>• Keys must be returned to the department office</li> <li>• Signed into log by Department staff.</li> </ul>
Graduate students, GA, GTA, RA	<p><b>Issued keys:</b> For the contract period only.</p> <ul style="list-style-type: none"> <li>• Graduate students must sign to acknowledge receipt of keys.</li> </ul>
	<p><b>Returned:</b> At the end of the contract period.</p> <ul style="list-style-type: none"> <li>• Keys must be returned to the department office</li> <li>• Signed into log by Department staff.</li> <li>• The <b>Department will put a hold on the students account</b> if keys are not returned at the end of the contract period. The hold will be released when keys are returned.</li> </ul>
Courtesy Appointments	<p><b>Issued keys:</b> For the contract period only.</p> <ul style="list-style-type: none"> <li>• Appointee must sign to acknowledge receipt of keys.</li> </ul>
	<p><b>Returned:</b> At the end of the contract period</p> <ul style="list-style-type: none"> <li>• Keys must be returned to the department office</li> <li>• Signed into log</li> </ul>

All Keys should be signed in and out on the key log even if the person signing the key out is only using it for a short period of time.