

BUSINESS OPERATIONS
SITE AND BUILDING ACCESS

Site and Building Access

It is the intent of the Association to provide a safe and secure environment for its employees. The Association has made efforts to secure access to its Trenton facility and work areas so that only employees will have access through the use of a proximity card. This regulation outlines the procedures for entrance to the building and its work areas for staff and visitors/non-employees, as well as, how a security guard will be utilized.

A. Site and building access

1. Employees

- a. The employees' entrance will be open from 8:30 a.m. to 5:00 p.m. each regular working day. All entrance doors will be locked each weekday between 5:00 p.m. and 8:30 a.m.
- b. No employee shall be in the building between the hours of 9:00 p.m. and 7:30 a.m. Monday through Friday (the regular business week) without prior permission of his/her department director and knowledge of the Director of Finance and Operational Services or designee.
- c. No employee shall be in the building on weekends or holidays after 5:00 p.m. or before 7:30 a.m. without prior permission of his/her department director and knowledge of the Director of Finance and Operational Services or designee.
- d. Each employee will be issued a proximity card for use when the glass doors are locked, or when using the side entrance. This card shall not be shared with anyone; if the card is lost or damaged the employee will immediately report it to the Director of Finance and Operational Services or designee. Employees must be sure that the door is shut after they enter.

1. Visitors

- a. Persons having general business with the Association have access to the building from 8:30 a.m. to 5:00 p.m. on regular business days. They are to enter the building through the front glass doors, and use the telephone to call the receptionist. The receptionist will verify the person is expected and allow the visitor elevator access to the second floor reception area. The receptionist will issue a visitor badge. The department staff contact will then escort the visitor to the department. Visitor badges are to be surrendered to the receptionist upon leaving the building.
- b. When staff is expecting a visitor, they are to inform their department director who will notify the Director of Finance and Operational Services or designee as to who is visiting, the approximate duration of the visit, as well as the purpose of the visit. The Director of Finance

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and Operational Services or designee will inform the receptionist.

- c. Deliveries being made to the mailroom will be admitted through the back door, in answer to the bell.

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- d. Non-employees should be escorted through any interior security measures by the person(s) they are visiting.
- e. Non-employees/visitors for out-of-hours or weekend meetings are to be admitted by the Association employee in charge of the function, or an official designee. Such persons are to be taken immediately to the site of the function.

B.Security guards

- 1. The Director of Finance and Operational Services or designee will supervise the hours and duties of the security guard. In general, the guard will be on duty Monday through Friday 4:00 p.m. to 9:00 a.m. The security station is located in the first floor lobby area.
- 2. For the protection of staff, the guard will escort employees to their cars in the parking lot and those parked on the street. The guard will conduct a minimum of two building security checks daily. Staff should report security concerns to the guard or Finance and Operational Services Department or designee.
- 3. When the services of the guard are needed outside the regular hours above, arrangements must be made one week in advance with the Director of Finance and Operational Services or designee. The guard's services will be required for: committee meetings and other Association functions held in the building after 5:00 p.m. weekdays, or at any time on weekends.

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