



Policy Name:	Key Access Policy		
Category:	Human Resources	Policy #	HR-3

1. Preamble

The intent of this policy is to ensure both safety and reasonable accessibility to USSU spaces while simultaneously safeguarding USSU property. USSU offices are to be used primarily for work purposes.

2. Distribution

2.1 Main Office – access to main office keys shall be limited to:

- Administrative and Support staff with offices located in the main office
- Executive Members,
- Other staff as required.

2.2 USSU Operations – access to each operation or service’s keys shall be limited to:

- Manager
- Assistant Manager(s)
- Supervisor(s), specific to the operation, and
- Other staff as required.

2.3 Centres – access to each Centre’s keys shall be limited to:

- Center Coordinator specific to the Centre,
- Business and Services Manager, for all Centres, and
- USSU to allow the distribution of Centre keys to volunteers specific to the Centre.

2.4 Buildings (Place Riel Student Centre & Memorial Union Building) – access to keys for building entrance doors and inter-building doors shall be limited to:

- Coordinators with offices located in the building,
- Administrative and support staff with offices in the building,
- Managers, Assistant Managers and Supervisors specific to the operations within the building(s)

2.5 Personal offices, storage areas, filing cabinets, desks, and meeting rooms - access to these keys shall be limited to those who require access as part of their daily duties or as required.

2.6 Campus Club Space – access to these keys shall be limited to:

- VP Operations & Finance, and
- USSU to allow the distribution to ratified campus groups who have booked a room.

2.7 Master Keys – access to master keys shall be limited to:

- General Manager
- Communications and Marketing Manager
- Controller
- Facilities Manager
- Business and Services Manager
- IT Services Manager and,
- Janitorial staff.

3. Procedure Summary

3.1 Keys will be issued as soon as possible once an employee has been hired or an executive member has voting power.

3.2 Keys must be returned once an employee ceases employment or an executive member no longer has voting power.

3.3 If keys are lost or missing, the employee or executive member must report the status of their keys to the Facilities Manager

3.4 Keys kept at the Services Desk, issued for use by Centre volunteers, shall be the responsibility of the respective Centre Coordinators.

3.5 Keys are not to be loaned out to anyone or left unattended in a manner that would allow the keys to be picked up with or without the key holders' knowledge.

Contact Information:	Facilities Manager: (306) 966-2240		
Policy Authority:	Executive Committee		
Approvals	Board/Committee	Date	Motion
Created/Adopted	Executive Committee	09/04/2001	EXEC30
Amended	Executive Committee	08/11/2008	EXEC30
Amended	Executive Committee	07/13/2010	EXEC25
Amended	Executive Committee	06/20/2011	EXEC10
Amended	Executive Committee	07/02/2011	EXEC25
Amended	Executive Committee	07/31/2014	EXEC09
Amended	Executive Committee	02/27/2017	EXEC72