



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Facility Access and Control
INITIAL EFFECTIVE DATE	November 14, 2016
LAST REVISION DATE	This is a new policy.
POLICY NUMBER	14.02

OBJECTIVE This policy sets forth measures to effectively control access to City facilities which have electronic identification systems in place for security.

SCOPE This policy applies to all employees.

POLICY

A. Employee Identification Cards and Passcodes

1. For security purposes, all employees shall be issued an Employee Identification (EID) Card by the I.T. Department. Identification cards shall be used for accessing City facilities and work areas as appropriate and shall be worn at all times during scheduled work hours for the purpose of identification to both other employees and citizens. Exceptions apply when wearing the EID presents a hazard or for field employees wearing City issued uniforms. However, the EID must be carried on their person.
2. Employee access will be granted on a schedule set up via a position based matrix. Additional access will only be granted based on the approval of the employee's Department Director and the facility's Director.
3. Access to some secured areas may require additional compliance with various state and federal security standards. Access to these areas will not be provided until all requirements have been met. Access to these areas may be revoked if any requirement ceases to be met at any time.
4. EID cards or passcodes used to access secure areas shall not be shared with any other person other than the intended user.
5. Employees entering a secure facility must use their EID when entering and exiting the facility.

6. City EID cards are issued for “official use only” and are not to be used for obtaining privileges, or for any personal reasons, without the approval of the employee’s Department Director. Misuse of the City of Watauga identification cards will be grounds for employee disciplinary action.
7. The City shall provide each employee with one (1) EID card free of charge. Employees are responsible for maintaining the security of their card and immediately notifying the I.T. Department if the card is lost or stolen. Excessive loss of an EID card may result in disciplinary action.
8. Any employee having a name change or change of position within the City shall surrender their current EID and obtain a new EID card within 30 days of the change from the I.T. Department. There will be no associated replacement cost for the employee under this specific scenario.
9. Upon separation from City employment, employees will surrender their EID cards to the Human Resources Department. Failure to return EID cards will result in a \$50.00 fee which the City will recover from an employee’s final pay check. The Human Resources Department will notify the I.T. Department to de-activate the card and will also destroy the card.

B. Visitors in the Workplace

To provide for the safety and security of City employees and property, only authorized visitors are allowed in the workplace. The City’s prohibition against unauthorized visitors helps to maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

10. All visitors will be required to provide proper identification. Visitors will be issued a visitor ID (VID) before accessing secured areas and will sign in. Access to secured areas will require an authorized escort and may also require additional compliance with various state and federal security standards. Visitors which do not meet these requirements must be escorted in these areas at all times.
11. All visitors shall return the issued VID before leaving and/or must sign out to indicate that they have left.
12. In some cases, a visitor may be issued a long-term VID at the discretion of the Department Director or the City Manager. Visitors must meet any additional compliance requirements and must sign and agree to the provisions of this policy. It is the responsibility of the Department Director or City Manager to collect the VID when no longer needed and to notify I.T. Department to terminate access.