

Statement on Faculty/Staff Access to Workspaces Outside of Posted “Hours of Operation”

Faculty and staff may access their workspaces (including, but not limited to offices and laboratories) at times other than the posted “Hours of Operation” for **academic and work-related functions** in the following manner:

1. All requests for access to campus facilities outside of the posted “Hours of Operation” must be made to the Office of Public Safety. (Access to some facilities may need prior approval from department chair or designee). The Department of Public Safety reserves the right to deny access to anyone if it is determined that doing so would pose a health, safety or security risk to the individual or the campus community or if granting access would violate College policies.
2. No students or guests are permitted access to faculty/staff workspaces outside of the posted “Hours of Operation.” Overnight stays are prohibited.
3. Faculty/staff must notify Public Safety that they are in their workplace if their work extends beyond posted “Hours of Operation.” All faculty/staff must notify Public Safety of their departure when they leave College buildings outside of posted “Hours of Operation.”
4. Padlocks and other such devices on offices, laboratories or other such workspaces are prohibited. It should be noted that only persons specifically authorized by the College may install locks on the doors of offices, laboratories or other such workspaces.
5. Public Safety reserves the right to enter any workspace at any time to conduct welfare and security checks, and may refuse access to workspaces outside of posted “Hours of Operation” if there is a determination of risk or other mitigating circumstances.
6. Access to workspaces outside of posted “Hours of Operation” may be revoked if Public Safety is denied entry to a workspace or office; or if it is determined that remaining in the area constitutes a health or safety risk; or that the workspace is being used for personal business.

The College's access policies are designed to insure the safety and security of all members of the campus community. Your full and respectful cooperation with the Security Staff responsible for implementing the access policies is essential for achieving these purposes. Failure to comply with the above stipulations may result in the loss of after-hours access privileges to faculty/staff workspaces.