

POLICY

TITLE: EMPLOYEE ACCESS TO COLLEGE FACILITIES**POLICY NO: 4-36****EFFECTIVE DATE: 10/18/2004****VCCS POLICY NO: N/A****REVISED DATE: 05/26/2022****I. Purpose:**

To provide guidance on appropriate access to campus buildings, offices, classrooms, laboratories, and other secured areas of the college as well as provide a process by which eligible full-time and part-time faculty and staff may request permission to use the gymnasium facilities.

II. Definitions:**Building Business Hours:**

- **Downtown and Parham Road Campuses**
Monday through Friday, 6:30 a.m. until 11:00 p.m.
Saturday, 7:00 a.m. until 6:00 p.m.
- **Goochland Campus**
Monday through Thursday, 6:30 a.m. until 10:30 p.m.
Friday, Closed
Saturday, Closed
- **The Kitchens**
Monday through Thursday, 7:00 a.m. until 9:00 p.m.
Friday, Closed
Saturday, Closed

Building business hours are evaluated on a semester basis and subject to modification based on course schedules and on-campus activities.

Essential personnel: those employees required to work during an authorized closing or college emergency because their positions have been designated by the college as necessary or essential to college operations, and who may be required to work during days or times they are not regularly scheduled to work. An employee's status as essential or non-essential may change as college executive officers determine the necessity.

Key: refers to any access device, including encoded electronic access cards (proximity cards).

TITLE: EMPLOYEE ACCESS TO COLLEGE FACILITIES

POLICY NO: 4-36

EFFECTIVE DATE: 10/18/2004

VCCS POLICY NO: N/A

REVISED DATE: 05/26/2022

Secured area: any building, interior area, room, laboratory, or mechanical equipment/building support space in a locked or secure status (security alarm activated).

III. Policy:

The president and vice president of finance and administration shall have access to all college facilities at any time, and upon demand, and are not expected to have a key to all facilities. Building grand master keys are issued to the following individuals: Department of Police personnel, director of facilities management and planning, facilities management and planning staff as designated by the director, and Department of Technology as designated by the department head.

For all other employees, access to an unoccupied secured area is limited to those persons who have been issued keys to the area and individual access codes for the alarm system. The Department of Police staff may provide access to other persons and/or allow other persons to remove items from the area only with the permission of the appropriate department manager.

The Department of Police shall maintain a list of those individuals assigned to building keys and alarm codes.

Individual access codes to enter buildings when the security alarm is activated shall be assigned selectively, and as approved by the Executive Cabinet (EC). Requests shall be submitted using the online form [JSRCC Form No. 70-0003](#), Access Request Form. The individual requesting access must place their appropriate PEC member and email address in the supervisor fields.

Building hours may be modified during the holiday break. Information will be distributed college-wide when changes are made.

Reynolds Community College allows all full-time and part-time faculty and staff to utilize the Parham Road Campus Georgiadis Hall gymnasium facilities. All courses and college activities or events scheduled for the gymnasium take priority to personal use of the facility. Refer to the procedures link below for gymnasium use specifics.

IV. [Procedures for Employee Access to College Facilities, 4-36](#)

V. Other Information:

[JSRCC Form No. 70-0003](#), Access Request Form