

## WORKSITE AND STORAGE ACCESS

**Section 1.** Should a supervisor determine that building or room access is necessary for an employee to perform their role, the university will provide the necessary means of access (keys, keycodes, proxcard permissions, etc.) to any required room or building as soon as possible after the student worker submits the required information. This includes after-hours access if necessary.

Employees who violate building access policies or who duplicate or share access materials without permission, may be subject to disciplinary action, up to and including termination.

Building access may be revoked if, at any time, the supervisor determines that access is no longer necessary or appropriate.

**Section 2.** When reasonable, departments are encouraged to provide a space for student workers to store their belongings while the student worker is working. During their work shift, a student worker shall also be given access to break rooms comparable to those of other employees in their workplace unless otherwise designated.

**Section 3. Resident Assistants.** Resident Assistants will be provided with a designated secure space that is large enough to store on-call phones, posters, bulletin boards, and other supplies needed for the position. Each Resident Assistant shall have access to a designated space consistent with appointment duration and hall closures

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