

CITY OF ST. JOHN'S
CORPORATE AND OPERATIONAL POLICY MANUAL

POLICY: Access to City Facilities	POLICY #: 03-05-17
LAST REVISION DATE: February 3, 2015	DEPARTMENT: Corporate Services

I. PURPOSE

To control and monitor access to City facilities, departments, and work spaces.

II. SCOPE

This policy applies to all City employees and Councillors.

III. POLICY STATEMENT

The City is committed to providing a safe and secure workplace. To support this, the following guidelines for issuing and managing facility access devices (i.e. employee ID cards, keys, fobs) have been established:

1. Issuing Access Devices

- At time of hire, the Human Resources Division will provide the employee with a programmable City ID Card. *(see Appendix I for guidelines on issuance and use of City ID Cards)*
- Once received by the employee, his/her supervisor shall contact the City Buildings Division to have the card activated and to request additional facility access devices if required.

2. Change/Deactivation Requests

- In the event that an employee is appointed to a position that requires additional access, transfers out of a department/division, or exits the organization, it is the responsibility of the Supervisor to have the employee's access changed/deactivated and to recover any access devices that the employee has been provided with.

3. Access shall be granted as follows:

POSITION	APPROVED ACCESS	ADDITIONAL ACCESS REQUESTS
Councillors	4 th Floor, City Hall	City Manager approval required
Deputy City Managers	Own department(s) 4 th Floor, City Hall	City Manager approval required
All other Employees	Own division	City Manager approval required

After-Hour Access

The City ID Card must be presented for after-hour access to any City facility, including for employee social events. Should the required ID card not be produced, access will not be permitted.

Exception: In cases where an area of City Hall or the Annex is open after hours to the general public, presentation of the Employee ID card is not required.

Fitness Center Access

Requests to access City Fitness Centers should be sent to the HR Service Center: 570-4444 or hrservice@stjohns.ca.

IV. RESPONSIBILITIES

Employees are required to:

1. Be responsible for the safety and security of their City issued access devices (ID card, keys, fobs). Lending access devices to others is not permitted.
2. Immediately notify their supervisor in the event that any of these items are lost or stolen.
3. Return access devices to their supervisor upon completion of employment with the City.

Supervisors are required to:

1. Contact the City Buildings Division:
 - for all facility access, change, or deactivation requests
 - prior to transferring keys/fobs from one employee to another
 - in the event that an access device has been reported as lost or stolen
2. Collect all access devices from an employee prior to him/ her exiting the City's employment

V. REFERENCES

Attach Policy: 05-01-08 Key/Fob Control

VI. APPROVAL

Finance and Administration Standing Committee report - April 30, 2002; Regular Meeting of Council - May 13, 2002

APPENDIX I - City ID Cards

The City ID Card immediately identifies you as an employee of the City of St. John's. These cards have been made available to the Mayor, Councillors and all employees of the City.

Validity of the City ID Cards:

1. Elected officials will be issued cards for their current term of office.
2. Permanent employees will be issued cards for a period of five years.
3. Temporary employees will be issued cards based on their projected employment.
4. Casual employees will be issued special cards valid for the term of their employment.

Replacement of City ID Cards:

1. If the information shown on the card ceases to be accurate the employee must contact the HR Service Center to obtain a new card.
2. Requests for the renewal of expiring City ID cards must be made by the employee to the HR Service Center at least fourteen calendar days prior to the date of expiry. The expired card must be returned prior to the new card being issued.

Use of City ID Cards:

1. The City ID Card must be presented:
 - a. When attempting to gain access to private property on City business.
 - b. For all after-hour access to any City building or facility. Should the required ID card not be produced, access will not be permitted.
 - i) In cases where an area of City Hall or the Annex is open for after hours by the general public, presentation of the City ID cards **is not** required.
 - ii) In cases where an area of City Hall or the Annex is open for after hours access for an employee function, presentation of the City ID card **is** required. Should the required ID card not be produced, access will not be permitted.
 - c. For access to any other area as designated from time to time by the Chief Commissioner. Should the required ID card not be produced, access will not be permitted.
 - d. When requested by another City employee.
2. The City ID Card must be visibly displayed on an employee's outer clothing:
 - a. While the employee is in an area that the Department Head has designated as a secure area. Such areas will have an appropriate notice posted at the point(s) of entry and places throughout.
 - b. During any declared State of Emergency
 - c. As designated from time to time by the Chief Commissioner.
3. Requesting or Returning Cards:
 - a. The Human Resources Department is responsible for the issuing of City ID cards.
 - b. The City Buildings Division is responsible to activate City ID Cards to provide facility access upon a supervisor's request.

- c. On layoff, resignation or termination of employment, employees must return their City ID Card to their direct supervisor.
- d. All returned City ID Cards must be sent to the Human Resources Division for disposal.

4. Fees:

- a. Employees are initially provided City ID cards at no charge.
- b. When a card is no longer accurate or has expired, the replacement will be provided free of charge.
- c. The HR Division will charge a fee of \$10 by payroll deduction for the replacement of abused, defaced, stolen or lost cards.

5. Loss or Theft of City ID Cards:

- a. All card holders are accountable for the safe keeping of their City ID Card.
- b. All lost or stolen City ID cards MUST be reported by the person to whom the card was issued. This report must be made on the next business day following the day that the loss or theft was noticed. The employee is to report the matter to his/her supervisor and is to complete and sign the required form (attached below). A replacement card will not be issued by the Human Resources Division until this form has been received.



PLEASE PRINT

Dept. ID-####

Human Resources Division

LOSS OR THEFT OF CITY ID CARD

EMPLOYEE INFORMATION:

SECTION 1

Employee Name: _____

Employee #: _____

Contact #: _____

Division: _____

LOSS/THEFT OF ID CARD

SECTION 2

Date ID Card was lost/stolen: _____

Date reported to Supervisor: _____

Employee Explanation:

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

DEPARTMENT USE ONLY

SECTION 3

Date Form Received: _____

Date New Card Issued: _____

Further Action Taken :
