



SAFETY

Suite Access & Key Policy

Policy Number: D-006

26 August 2013

1. **AUTHORITY:** Director of State Civil Service as contained in La. R.S. 36:54.
2. **PURPOSE:** Establish guidelines on State Civil Service Suite Access and Key Policy.
3. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service (SCS).
4. **POLICY:** It is the Director's policy that State Civil Service shall require procedures for Suite Access and Key Policy to control access to the Agency.
5. **PROCEDURES:**
 - A. **BADGE ACCESS:** Assistant Division Administrator level or higher and employees of the MIS Division have unrestricted badge authorization to enter the suite. All other employees have badge authorization to enter the suite weekdays from 6:00 am to 6:30 pm. Doors leading into the suite should remain locked at all times.
 - B. **SUITE KEYS:** Keys may be permanently issued to employees at the Assistant Division Administrator level or higher and employees of the MIS Division. Keys may not be permanently transferred or assigned to an employee without approval from the Director or Deputy Director. Division Administrators may request approval to have a key temporarily assigned to an employee. Upon approval, the employee may obtain a key from Services. Services will track issuance and return of keys assigned to employees. If keys are not returned timely, Services will notify the Deputy Director.

- C. VISITORS:** Visitors must enter at Suite 3-270; and upon signing the visitor's log, the receptionist will notify the employee of their guest's arrival.

- D. DELIVERIES:** Delivery of the mail and vendor shipments should enter through Services at Suite 3-280.

- E. SEPARATION:** Employees terminating employment with this agency must return their badge to the HR Office and suite and work area keys to Services prior to close of business of their final work day.

EXCEPTIONS:

The Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with State and Federal laws or regulations.

s/Shannon S. Templet
Director