

POLICY NAME EMPLOYEE ONLY RESTRICTED ACCESS AREAS

POLICY NUMBER 1.1.13

CATEGORIES

DATE PROPOSED: 1/8/2018

DATE OF VOTE: 1/24/18

ACCEPT (Y/N): Y

The Zamboni and machinery rooms are restricted access areas. Only Municipal Ice Complex (MIC) facility employees with proper authorization are allowed in the Zamboni and machinery areas. Those employees who do not have job duties related to such areas are not authorized to be in them. Patrons are not allowed in these areas under any circumstance. Signs which identify these areas and state the rules are to be posted.

Access to office areas is limited to employees assigned to those areas and those employees who have business there. Patrons are not permitted in any office areas unless there for official business and accompanied by an employee. Coaches are not to use the school office as a work area; they should do their work in the coaches' room. The front office access code is confidential. Authorized employees will receive the code from their supervisor and are not permitted to share it.

COMMENTS: Supersedes Policy #13

Clarifies that no patrons and only *designated* employees have access.

Further amended 12/20 to address office areas and security code.