



# Viking Union Facilities Access for Student Employees

***This policy applies to student employees wishing to check out keys and fobs to access Viking Union Facilities and offices, temporarily or long term.***

**Specific Rules:** This follows WWU policy [POL-U5710.01](#) Managing Access to University Facilities, any changes would override this policy (which includes more organization specific details).

Keys are issued based on the student's employment responsibilities and building access needs. The purpose of this policy is to provide access and ensure the security of the facility, its occupants, and its contents.

## **Access to [Take Home Keys](#):**

- 1. Keys are issued based on the student's employment responsibilities and [building access](#) needs** and should only be used within the scope of employment for job related duties by the [authorized individual](#).
- 2. Professional Staff Advisors/supervisors request keys for student employees.**
  - Supervisor will email [VUStudentClerks@wwu.edu](mailto:VUStudentClerks@wwu.edu) with the student's name and position title.
- 3. Student will fill out the Key Loan Agreement form provided by 5th floor Viking Union Administration Desk.**
  - Agreement states the student understands the responsibility associated with keys, impacts of lost keys, responsibility for [sponsored guests](#), and importance of securing campus property.
- 4. Keys are issued at the 5<sup>th</sup> floor VU Administration Desk.**
- 5. Key access may be limited or denied based on compliance with Key Loan Agreement.**
  - The Area [Access Manager](#) determines limits or denial based on a security assessment and consultation with program supervisors.

## **Access to [Check Out Keys](#):**

- 1. Keys are issued based on the student's employment responsibilities and [building access](#) needs** and should only be used within the scope of employment for job related duties by the [authorized individual](#).
- 2. Professional Staff Advisors/Supervisors request access to check out keys for student employees.**
  - Access is requested by emailing [VUStudentClerks@wwu.edu](mailto:VUStudentClerks@wwu.edu) with the student's name and position title.

- 3. Student will fill out the Key Loan Agreement form provided by 5th floor Viking Union Administration Desk.**
  - Agreement states the student understands the responsibility associated with keys, impacts of lost keys, responsibility for [sponsored guests](#), and importance of securing campus property.
- 4. Authorized Students may access keys at the 5<sup>th</sup> Floor VU Administration Desk for temporary check out.**
  - Students will exchange photo identification (typically Western Card) for keys to lock/unlock areas, and then immediately return the keys to the desk.
  - [Master keys](#) should never leave Western's campus.
- 5. Specific VU Student positions are granted access to the [Electronic Box](#) for shared key rings necessary to perform job duties.**
  - Access permissions are granted by the [Departmental Key Controller](#).
  - Keys must be returned when not in use or when shift ends.
  - [Master keys](#) should never leave Western's campus.

### Access to [Building](#)- temporary

- 1. Professional Staff Advisors/Supervisors request temporary building keys for student employees.**
  - Access is requested by emailing [VUStudentClerks@wwu.edu](mailto:VUStudentClerks@wwu.edu) with the student's name and position title.
- 2. Authorized Students may access the [fob](#) at the 5<sup>th</sup> Floor Admin Desk for temporary check out.**
  - Students will sign a form taking temporary responsibility for the [fob](#).

### Lost, broken, or stolen Keys:

- 1. [Lost](#), broken, or stolen keys should be reported immediately to employee's supervisor and VU Administration Desk.**
- 2. Requests for reissuing a [lost](#), broken, or stolen key to an employee will be considered based on a security assessment by the [Area Access Manager](#) and consultation with program supervisor.**
- 3. Costs are the responsibility of the supervising area.** (e.g. If an Outdoor Center Bike Tech loses a key, the OC will be charged.)
  - Costs associated with a [lost](#), broken, or stolen keys can vary greatly depending on the security level associated with the key. It may mean purchasing a new key or rekeying an office/area.

### Definitions:

Access Control – The means, methods and practices used to minimize risk to persons and property by regulating entry to buildings and spaces. Control activities may be preventative and/or detective.

Area Access Manager – A Manager, Supervisor, Chair, or Director of an academic or non-academic department designated to grant access privileges to individuals (i.e. faculty, staff, students, vendors, and volunteers) for space over which they have been granted authority. [In the Viking Union this is the Associate Director for Viking Union Facilities & Services.]

Authorized Individual – An individual (i.e. University faculty, staff, student, volunteer, or contractor) for whom certain access privileges have been granted by an Area Access Manager.

Building Access – the capability of entering a building during hours of the day when the building is closed. Access is achieved by using a brass key or electronic access credential.

Check Out Keys – Keys or electronic credentials temporarily issued to students or staff for access to labs, classrooms, and other academic spaces.

Departmental Key Controller – Positions designated by an Area Access Manager to perform access administrative duties in accordance with this policy (and related standards, procedures, and guidelines). [In the Viking Union this is the VU Information and Welcome Desk Coordinator.]

Electronic Box – a key storage box requiring electronic entry to secure high-level access keys.

Fob – a small electronic device used typically in place of a key.

Lost Key- a key that is misplaced or a key that is not returned at the end of employment.

Master Key – key which operates all or most locks in a given building.

Sponsored Guest – A person who is present in a University building or space by way of an Authorized Individual.

Take Home Key – A key or electronic credential issued to an authorized user which is intended or permitted to be taken off campus at any time.

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## **Policy Information:**

### **Viking Union Facilities Access for Student Employees**

See also:    [POL-U5710.01](#)      Managing Access to University Facilities  
              [STN-U5710.01](#)      Access Control Standards  
              [POL-U5346.01](#)      Safeguarding University Assets  
              [POL-U5950.01](#)      Health, Safety, and Environmental Protection  
              [POL-U1500.08](#)      Using University Resources  
              [POL-U5315.25](#)      Reporting Loss of University Funds or Property

Policy Owner: Executive Director for Student Engagement & Director of the Viking Union

This policy cancels: Key Issuance Policy revised 02/25/2005

Policy Approved By: Eric Alexander, Executive Director for Student Engagement

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