



Operating Policy – Key Access

1. Purpose

- 1.1 To ensure access to MSU space and facilities is conducted in a secure and effective manner.

2. Deposits

- 2.1 A deposit of \$50 per key and \$20 per swipe card will be required from all individuals issued keys to MSU controlled space (Fulltime staff, excluding Board of Directors, shall be exempt from the deposit requirement);
 - 2.1.1 Deposits shall not exceed \$120 for the concurrent possession of multiple keys and swipe cards.
- 2.2 The deposit shall be reimbursed in full upon the return of keys within a week of the associated job contract being completed;
- 2.3 When a swipe card is lost, the owner shall contact Security Services to request the relevant swipe card be deactivated;
 - 2.3.1 All communications directed to Security Services shall also include the Administrative Services Coordinator;
 - 2.3.2 Costs associated with lost keys and any re-keying costs, if applicable, shall be the responsibility of the individual that was issued that key.
- 2.4 Keys issued for multi-person use by non-paid employees (i.e. volunteers) or employees who are not managers shall be the responsibility of that individual.

3. Distribution

- 3.1 Part-time Managers, Full-time staff, and the Board of Directors shall be issued keys to their individual offices;

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- 3.2 Access to Main Office (MUSC 201) keys shall be limited to:
 - 3.2.1 Board of Directors;
 - 3.2.2 General Manager;
 - 3.2.3 Staff with offices in MUSC 201;
- 3.3 Access to Committee Room Master (MUSC 201F) keys shall be limited to:
 - 3.3.1 Part-time Managers;
 - 3.3.2 Associate Vice-Presidents;
 - 3.3.3 Caucus Leaders;
 - 3.3.4 Others listed in section 3.2.
- 3.4 Part-Time Managers who have dedicated office space outside of the committee room may only obtain a key through the written approval of the Vice-President (Administration);
- 3.5 Part-Time Managers may sign out a second set of keys to each of their access areas that is to be left at the MSU Main Office Reception desk in MUSC 201.
 - 3.5.1 These keys are to be left for members of Executives, committees, or volunteers who require access to that space;
 - 3.5.2 A student card must be left at the Reception desk before the key(s) can be signed out;
 - 3.5.3 The Part-time Manager shall provide a list of names of the people that are authorized to sign out the key(s);
 - 3.5.4 The individual signing out the key shall resume full responsibility for the second set of keys when they are signed out.

4. After Hours Access

- 4.1 Access to the MSU Space outside regular business hours, shall be limited to those individuals officially issued keys to those offices as listed in Section 3. Any other individuals may have access under direct supervision of an authorized key holder as listed in **Section 3**;
- 4.2 Access and use of MSU Space outside regular business hours shall be limited to work related to that service and/or committee.

5. Administration

- 5.1 Exceptions to this policy may be made by the Executive Board or by the Board of Directors on an individual basis, to be approved at the following Executive Board meeting;

- 5.2 All keys, swipe cards, and punch code locks are either controlled and administered through the Administrative Services Coordinator as per **Operating Policy – Central Support Services** or individual department managers.