

COUNTY OF WETASKIWIN NO. 10 Municipal Policy & Procedures Manual	FUNCTION: 1000 General Government Services
	SECTION: 1300 Employee Relations

ADMINISTRATION BUILDING SECURITY AND ACCESS POLICY #1318

POLICY STATEMENT

The County of Wetaskiwin recognizes the importance of building security and access for employees to enter the Administration Building to complete their work duties. The County of Wetaskiwin also recognizes the need for employees to feel and be safe when employees are in the Administration Building. The intent of this policy is to identify which employees require access to the Administration Building and when the employees require that access.

PROCEDURES

SECTION 1- KEYLESS ENTRY

1) Council authorizes the use of a keyless entry system to designated employees and County Council. Appendix 'A' describes the positions which have been identified as requiring access to the Administration Building and when that access is required.

Doors to the Administration Building will open using the keyless entry system during the following hours:

East wing door-7:00 am until 5:00 pm for Levels 2 and 3, always for Level 1, no access for Level 4

West wing door-7:00 am until 5:00 pm for Level 2, always for Levels 1 and 3, no access for Level 4

Council door-7:00 am until 5:00 pm for Levels 2, 3 and 4, always for Level 1

Front Doors- will be unlocked using a key from 8:30 am until 4:30 pm.

Coffee Room Door- will automatically be unlocked by the keyless entry system from 7:00 am until 5:00 pm and will automatically be locked after 5:00 pm.

North wing door- shall only be used as an exit door.

Employees requiring access to the Administration Building during non regular office hours shall make arrangements with their immediate supervisor for such access.

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE	NUMBER:
February 16, 2011, Resolution #DM20110216.1003	September 8, 2009, Resolution #CG20090908.1024	1 of 3
March 8, 2011, Resolution #CG20110308.1012		

SECTION 2- KEYS

2) Council authorizes the use of keys to designated employees for use in emergent situations such as power failure. The following positions have been designated as requiring keys to the Administration Building:

County Administrator	Custodian
Assistant County Administrator	Director of Information Services
Information Services Assistant	Director of Public Works
Assistant Director of Public Works	Director of Agricultural Services
ASB Foreman	Community Peace Officer(s)
Director of Emergency Services	

SECTION 3- SECURITY CODES

3) Council authorizes the use of security codes to designated employees. The following positions have been designated as requiring security codes to the Administration Building:

County Administrator	Assistant County Administrator
Director of Agricultural Services	ASB Foreman
Community Peace Officer(s)	Custodian
Director of Information Services	Information Services Assistant
Director of Public Works	Assistant Director of Public Works
Director of Finance	Director of Assessment
Director of Planning and Economic Development	Development Officer
Director of JEDI	Communications Officer
By-Law/Animal Control	Director of Emergency Services

SECTION 4- DELEGATED AUTHORITY

The responsibility to authorize which position is designated and which Level that position is designated to have been delegated to the Chief Administrative Officer (CAO).

The responsibility to authorize keyless entry system access has been delegated to the Director of Information Services.

The responsibility to authorize the Keys and Security Access Codes has been delegated to the Director of Agricultural Services.

APPENDIX 'A'

The following list describes the positions that have been identified as requiring access to the Administration Building and when that access is required:

Level 1 (Unlimited Access to all doors throughout the Administration Building 24 hours per day)

Director of Agricultural Services
Custodian

Level 2 (Access to all doors from 7:00 am until 5:00 pm, Monday to Friday) excluding Statutory Holidays.

Research Officer	Assistant Development Officer(s)
Financial Services Assistant (s)	Accountant
Accounts Payable	Payroll(s)
Horticulturist	Municipal Intern(s) Assessor
Assessment Administrative Assistant	Sustainable Agriculture Coordinator
Protective Services Administrative Assistant	Executive Assistant(s)
Director of FCSS – Wetaskiwin Office	JEDI Office Manager
Emergency Services Administrative Assistant	ASB/Finance Administrative Assistant
Community Learning Council Coordinator	

Level 3 (Access to all doors from 7:00 am until 5:00 pm Monday to Friday and the West wing door anytime)

County Administrator	Assistant County Administrator
Director of Planning and Economic Development	ASB Foreman
Director of Finance	Bylaw/ Animal Control Officer(s)
Community Peace Officer(s)	Director of Emergency Services
Director of Information Services	Information Services Assistant
Director of Assessment	Director of Public Works
Assistant Director of Public Works	Development Officer
Director of JEDI	Communications Officer

Level 4 (Access to Council door (south west) only, 7:00 am until 5:00 pm, Monday- Friday) excluding Statutory Holidays.

Councillor(s)

DELEGATION OF AUTHORITY

Please refer to Section 4 of the Policy.