



University of Connecticut



CENTER FOR HEALTH,
INTERVENTION, AND PREVENTION

CHIP POLICY AND PROCEDURES MEMO NO. CH-08-06 PERSONNEL – Key Access/Authorization

Date: November 17, 2008
To: CHIP Onsite Faculty, Staff and Graduate Students
From: CHIP Director
Subject: Human Resources — Key Access/Authorization

This policy is in effect until superseded.

In an effort to provide appropriate and useful key access to CHIP faculty, staff, and graduate students, and in order to prevent any security breaches or violations, the following procedure is in effect immediately:

- (1) CHIP faculty, staff, and graduate students with designated office space will be issued an office key and a copy room key. Upon permanently leaving CHIP or changing office space, all keys must be returned to the appropriate CHIP administrative staff member.
- (2) Undergraduate students will not be issued any keys unless special permission is granted by the CHIP Director or Associate Director.
- (3) If CHIP faculty, staff, or graduate students need key access to common-use space, such as the interview rooms, for an **extended** period of time (e.g., everyday for a semester) a key may be signed out for that extended period.
- (4) For security reasons, office access will not be provided to anyone seeking entrance into another individual's office (e.g., undergraduate student seeking access to a graduate student's or PI's office). Faculty, staff, and graduate students must be present to provide access to their offices. **In the case of an emergency**, a person can be provided access to a CHIP member's office if **written** authorization to do so is provided by that CHIP member.
- (5) There is a key sign-out book in Room 34 available to CHIP undergraduate and graduate students, faculty, and staff for any short-term, one-time, immediate access to common areas such as conference rooms, interview rooms, and the library.
- (6) If a key is lost, or not returned, the responsible individual will be required to pay a replacement fee.

Note: Undergraduates are not permitted to work at CHIP after 5 pm without their supervisor present. The use of graduate students' mailboxes may be utilized for the exchange of work, if appropriate and necessary.