

## Keyholders Policy

O-04

LONG TITLE	A Policy Respecting Keyholders	DATE OF ENACTMENT	9 August 2022
		LAST AMENDED	21 November 2022
REFERENCE No.	O-04	NEXT REVIEW	August 2024
CATEGORY	Operations	COMPETENT CHAMBER	Board

### MANDATE

This Policy shall govern the spaces owned and operated by the Association, and access thereof by way of authorized keyholders. This policy shall be reviewed every two years by the Board.

### INTERPRETATION

**1** This Policy may be called the *Keyholders Policy*.

**2** In this Policy, the following definitions shall apply:

“key” means the physical, digital, or electronic implement by which spaces owned and/or operated by the Association can have access enabled or restricted;

“keyholder” means an individual authorized under this Policy to possess and use a key;

“space” means a room or area under the control and/or ownership of the Association.

**3** This Policy operates subject to Provincial and Federal law and bilateral agreements with Carleton University, wherever appropriate.

*Student Association Fees and Services Agreement [2016]*

### GENERAL PRINCIPLES

**4** No keyholder shall loan, distribute, or otherwise make available their key to anyone who is not an authorized keyholder for the same space except when:

- (a) a situation of necessity arises, namely an urgent situation of imminent peril or danger where there is no reasonable alternative than surrendering the key;
- (b) where required by law;
- (c) where required or requested by the property-owner, for spaces which the Association does not own outright; and
- (d) where required by a policy of Carleton University.

**5** No keyholder shall allow any person who is not an authorized keyholder unsupervised access to any space.

**6** Notwithstanding section 5, no staff member of this Association who has colour of right to use or enter a space shall be prohibited from access to said space, in accordance with the terms of their contract or agreement of employment.

**7** The Building Operations Manager with the support of the Executive Director shall execute this Policy on behalf of the Association.

## **DISTRIBUTION**

### **General**

**8 (1)** Unless otherwise provided in this Policy, a key for every space shall be distributed to the Building Operations Manager, Assistant Building Operations Manager, or any other person acting temporarily in any of those capacities.

**(2)** the Building Operations Manager shall be responsible for liaising with the applicable University Department on the creation of new keys, and/or alternative access security systems

**(3)** Unless otherwise provided in this Policy, a key for every space in sections 9 to 14 (office spaces & businesses) shall be distributed to the Executive Director. The Director of Services shall also give access to Service Centres to the Executive Director as needed.

### **Office Spaces**

**9 (1)** Keys for the Main Office (UC 401/402/403) shall be distributed to all staff who have an office within the Main Office, per subsection (2), and:

- (a) all front-desk personnel as may exist from time to time; and
- (b) all Class 2 staff members.

**(2)** Keys for every Office within the Main Office shall be distributed to the individual to whom the office belongs; namely:

- (a) for UC 401C, the President;
- (b) for UC 401D, the Vice President Internal;
- (c) for UC 401F, the Vice President Finance;
- (d) for UC 401B, the Vice President Student Issues;
- (e) for UC 401E, the Vice President Student Life;
- (f) for UC 401G, the Vice President Community Engagement
- (g) for UC 401A, all Executive-adjacent staff;
- (h) for UC 402C, all Finance staff;
- (i) for UC 403, the Director of Services;
- (j) for UC 402B, the Director of Finance and Administration;
- (k) for UC 402A, the Executive Director;

**10** Keys for the Communications Office (UC 426) shall be distributed to all staff in the Communications department, namely:

- (a) the Director of Communications and Strategic Initiatives;
- (b) the Communications Coordinator;
- (c) the Graphic Designer;

- (d) the Social Media Coordinator; and
- (e) all other individuals hired in the Communications department from time to time.

**11** Keys for the Clubs Office (UC 513) shall be distributed to all staff in the Student Development department;

- (a) the Director of Student Development;
- (b) the Student Groups Administrator; and
- (c) the Events and Programming Coordinator;
- (d) all other individuals hired in the Student Development department from time to time.

**12** Keys for the External Boardroom (“Carl Gillis Boardroom”) (UC 426I) shall be accessible to all staff who are keyholders for spaces in sections 8 to 11.

### **Businesses**

**13** Keys for Ollie’s or Rooster’s Coffeehouse (UC 157 and environs, 433 and environs) shall be distributed to:

- (a) the appropriate Business Manager;
- (b) The appropriate Assistant Manager; and
- (c) all employees so authorized by the Business Manager.

**14 (1)** Keys for the cafe and bookstore portion of Haven Books (first floor and basement, 43 Seneca Street) shall be distributed to:

- (a) the Cafe and Bookstore Managers; and
- (b) all employees so authorized by either the Cafe and Bookstore Manager.

**(2)** Keys for the co-working space portion of Haven Books (second floor, 43 Seneca Street) shall be distributed to:

- (a) the Business Managers; and
- (b) all employees so authorized by either the Cafe and Bookstore Manager for the express purpose of overseeing that portion of Haven Books.

### **Service Centres**

**15** Keys for every service centre shall be distributed to:

- (a) the appropriate Service Centre coordinator or coordinators;
- (b) for the Unified Support Centre, the USC administrator; and
- (c) all volunteers or part-time staff so authorized by the Service Centre coordinator or USC administrator; and
- (d) for every Service Centre, the Director of Services.

### **Storage Rooms**

**16** Keys for every storage room (UC 1XX, 324A, 4XX) shall be distributed to:

- (a) for the Clubs Storage Rooms (UC 1XX and 324A), the Student Groups Administrator and the Vice President Internal.
- (b) for the storage room 426J or F, the Director of Communications and Strategy and the President.

**APPLICATION FOR ACCESS**

**17** All other Association staff not enumerated in this Policy for a certain space may make a request to the Executive Director for key access to that same space.

**TEMPORARY ACCESS**

**18** All other Association staff not enumerated in this Policy conducting business expressly authorized by the Association shall be given a key for temporary access to whatever space was so authorized.

**SHARED ACCESS**

**19** When appropriate, a physical key for the use of multiple keyholders to access a certain space may be created and stored in the Main Office. These include:

- (a) for the Carl Gillis Boardroom (UC 426I), per section 12;
- (b) for the Service Centres (xxx), per section 15; and
- (c) for other spaces where access is authorized for multiple keyholders for irregular or infrequent use, such that the creation of multiple physical keys is impractical.

**SCHEDULE OF AMENDMENTS**

DATE AMENDED	MOVED	SECONDED	SUMMARY
21 Nov 2022	Y. Huggins-Charles	K. Alary	<i>Amendments to Schedule I.</i>

AUTHORITY	Executive Council	AUTHORIZED
		LAST AMENDED

This schedule sorts the provisions of the Policy above by title, and includes granted requests outside the scope of the Policy.

## **SCHEDULE OF ACCESS**

### **Executives**

- 1** The President shall have access to:
  - (a) the Main Office (UC 401);
  - (b) their office within the Main Office (UC 401C); and
  - (c) the Carl Gillis boardroom (UC 426I).
  - (d) Storage room
- 2** The Vice President Finance shall have access to:
  - (a) the Main Office (UC 401); and
  - (b) their office within the Main Office (UC 401F); and
  - (c) the Carl Gillis boardroom (UC 426I).
- 3** The Vice President Internal shall have access to:
  - (a) the Main Office (UC 401);
  - (b) their office within the Main Office (UC 401D);
  - (c) all storage rooms (UC 1XX, 324A, and 4XX); and
  - (d) the Carl Gillis boardroom (UC 426I).
- 4** The Vice President Student Issues shall have access to:
  - (a) the Main Office (UC 401);
  - (b) their office within the Main Office (UC 401B); and
  - (c) the Carl Gillis boardroom (UC 426I).
- 5** The Vice President Student Life shall have access to:
  - (a) the Main Office (UC 401);
  - (b) their office within the Main Office (UC 401E); and
  - (c) the Carl Gillis boardroom (UC 426I).
- 6** The Vice President Community Engagement shall have access to:
  - (a) the Main Office (UC 401);
  - (b) their office within the Main Office (UC 401G); and
  - (c) the Carl Gillis boardroom (UC 426I).

### **Class II Staff**

- 7** The Executive Director shall have access to:
  - (a) the Main Office (UC 401);

- (b) their office within the Main Office (UC 402A) and all other offices within the Main Office;
  - (c) the Communications Office (UC 426);
  - (d) the Clubs Office (UC 513); and
  - (e) all businesses (UC 157, 433 and environs; 43 Seneca Street); and
  - (f) the Carl Gillis boardroom (UC 426I).
- 8** The Director of Finance and Administration shall have access to:
- (a) the Main Office (UC 401);
  - (b) their office within the Main Office (UC 402B);
  - (c) the Finance Office (UC 402C); and
  - (d) the Carl Gillis boardroom (UC 426I).
- 8** The Director of Communication and Strategy shall have access to:
- (a) the Communications Office (UC 426); and
  - (b) the Carl Gillis boardroom (UC 426I)
- 9** The Director of Student Development shall have access to:
- (a) the Clubs Office (UC 513); and
  - (b) the Carl Gillis boardroom (UC 426)
- 10** The Director of Services shall have access to:
- (a) the Main Office (UC 401);
  - (b) their office within the Main Office (UC 403);
  - (c) all Service Centres; and
  - (d) the Carl Gillis boardroom (UC 426).

**Unionized (3011) Full-time**

- 11** All finance staff shall have access to:
- (a) the Main Office (UC 401); and
  - (b) the Finance Office (UC 402C).
- 12** All Communications staff shall have access to:
- (a) the Communications Office (UC 426).
- 13** The Student Groups Administrator, the Events and Programming Coordinator, and all other Student Development staff shall have access to:
- (a) the Clubs Office (UC 513).
- 14** The Unified Support Centre staff shall have access to:
- (a) the Unified Support Centre (UC 132 & 132A)

**Class III Staff**

- 15** All Class III staff shall have access to:
- (a) the Main Office (UC 401);

- (b) their office within the Main Office (UC 401C); and
- (c) the Carl Gillis boardroom (UC 426I).