

Subject: Facility- After Hours Access

Source: Performance Standard 45 CFR Section 1304.20. 1304.53

Policy

This policy provides for security and safety of staff and the facility. After hours is defined as beyond 4:30pm Monday through Friday and any hours on weekends and holidays.

Procedure:

1. Remaining on the Central Office premises after hours will be allowed only for the following.
 1. Agency "work".
 2. Bona fide educational purposes
 3. Administrative manager approved meetings or activities
2. All staff must have their name on the "After Hours Log" at the front desk if staying on the premises after 4:30pm Monday - Friday, or any hours during holidays and weekends. Staff will be required to write their exit time on the log upon leaving the premises. For approved meetings/activities the person in charge will be responsible for signing in and out assuring that all participants have exited the building upon logging exit time.
3. All hourly staff must have the approval of their supervisor in order to remain after hours. Supervisors must assure that staff who remain after hours have the ability and skills to secure the building.