



# WILLIAM & MARY

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## **DIRECTIVE 230**

**TITLE:** Check In/Check Out Outside Normal Work Hours

**EFFECTIVE DATE:** March 23, 2017

**REVISION OF:** First Edition

### **I. Scope:**

This policy applies to all Non-exempt Operational and Classified Facilities Management (FM) staff members.

### **II. Purpose:**

To establish procedures to ensure staff safety and accountability during after-hours access to university facilities to perform assigned duties.

### **III. Policy:**

1. Staff accessing university facilities for work outside their normal work shift are required to report to the Power Plant and “swipe in” immediately upon arriving on campus. Additionally, at the completion of these duties and prior to departing campus, staff are required to “swipe out.” This applies to work in support of unplanned events (i.e. emergencies) and planned work outside the employee’s normal shift. Examples of planned work include work that, during normal hours, is adverse to university operations or special event support such as commencement or athletic events.
2. Staff reporting before their normal working hours are required to report to the Power Plant to “swipe in” after arriving. They are not required to “swipe out” when departing at their normal time. Similarly, staff that report at their normal time are not required to “swipe in,” but when their work extends beyond their normal shift they are required to “swipe out” prior to departing campus.
3. Key control policy remains unchanged.

**IV. Approval, amendment, and guidance:**

This policy was approved by the Associate Vice President of Facilities Management. The Director of Operations and Maintenance interprets this policy and is directed to review this policy periodically to ensure continued effectiveness.

A handwritten signature in black ink, appearing to read 'Van Dobson', with a long horizontal line extending to the right.

Van Dobson, P.E.  
Associate Vice President  
Facilities Management