

	Policy No.	Replaces	Policy
	E. 408	ARM 7002	Executive
	Policy Name		
FACILITIES ACCESS POLICY – AFTER HOURS ACCESS: EMPLOYEES			
Approved by	Responsibility		Category
Executive	VP, Finance & Administration		Health, Safety & Environment
Date Issued	Date Revised	Revision	Related Policies, Reference
Nov. 7, 2007		0	

PURPOSE

The University recognizes that some employees may require access to specific facilities and equipment outside of the normal University hours of operation.

POLICY

Capilano University employees may have access to specific facilities, equipment and/or resources beyond the normal University hours of operation.

At the North Vancouver Campus, normal University hours of operation are between Monday to Friday 0700 - 2300 hours. Employees at this campus who wish access outside normal hours of operation, on statutory holidays or on any other day that the University is closed must contact Security. University identification must be presented to Security in order to gain entry to University premises outside of normal hours of operation.

At the Sunshine Coast and Squamish Campuses, normal University hours of operation are set by the administrator responsible for the campus. Employees at these campuses who wish access outside normal hours of operation, on statutory holidays or on any other day that the University is closed must contact the administrator responsible for the campus.

All after-hour activity is subject to and must conform to the local noise by-laws.

POLICY MANAGEMENT

The Director, Buildings and Grounds is responsible for management of this policy.