

PFLUGERVILLE ISD

SECURITY ACCESS/ ID CARD INFORMATION

As an employee of Pflugerville ISD, you are being provided with an access/identification card, which allows access to certain facilities and campuses. **It is your responsibility to ensure that this card remains in your possession at all times as the security of the campus is at stake.** Each time you use your card to enter any building, a record of your access will be captured and stored electronically. Upon separation or temporary departure from Pflugerville ISD, you will be required to return this access/identification card.

How to Use the PROXY CARD

Each building has proxy card readers located outside most, if not all, of the exterior doors. To activate the lock on the door, hold the badge in the proximity of the reader until you hear the door unlock. **Please note that the reader will not disarm the alarm system.** You will need to obtain specific alarm code information from your campus administrator. **All employees are to use the front door after hours and weekends since this will be the only reader working. Upon arrival and departure staff will need to sign in and out on the campus sign in sheet by the alarm panel by the front entry.** Please store your badge separate from your district keys and all magnetic devices (Ex. Cell phones, magnet name tag, pagers).

Time Zones and Building Access Levels:

Administrator: 24/7

Contracted Professional Staff: 6 a.m. - 9 p.m. Daily. Weekend access is only active through the front door of the facility, unless prior approval is granted per submitted request form.

Coaches: Modified Access times to be determined by District Athletic Director

Para-Professional: M-F 7 a.m. – 5 p.m.

Office Support Staff: M-F 7 a.m. – 7 p.m.

Custodial: M-F 5:30 a.m. – 12:30 a.m.

Aramark: 5 a.m. – 5 p.m. (Kitchen Door Only)

Campus Substitute Teachers Checkout Badges Only: M-F 7 a.m. – 5 p.m.

Portable Classroom Checkout Badge: M-F

<p><u>Proxy Badge Schedule</u> <u>Monday and</u> <u>Wednesday</u> <u>10:00 AM -12:00 PM and</u> <u>Wednesday from 3:30PM-</u> <u>4:45PM</u> <u>at the PfISD Central</u> <u>Administration</u></p>

If any staff member needs extended hours or additional access levels, the Access Request form must be completely filled out and submitted to the Safety and Security Department at least 7 days prior to needing the access. An email along with a scanned copy of the completed signed request will be sent back to the requestor when approved and completed.

Lost or Stolen Badge

Please be advised that you must report your lost/stolen badge immediately to your campus administrator or executive/senior associate to ensure the safety of all employees, students, and property. They will contact HR or the Safety and Security Department to deactivate your card. You will be issued a new card with a different badge number. Your picture will not be taken again since we keep this information on file. Your new badge will be sent to your campus executive/senior associate for distribution. The cost to produce a new card with a chip is \$7.00.

To Replace a Badge (Cracked or Broken/Name Change/New Picture)

If you have a cracked or broken badge, need to change your name, or need to get a new picture made, please complete the Security Access/ ID Card form and give it to your campus executive/senior associate for authorization and submit to the HR Department, Attention: HR Generalist. Your new badge will be sent back to your campus executive/senior associate for distribution. Replacement cards cost \$7.00.

Badge Does Not Work

First, try other door readers. If still not working, give your badge I.D. number (first 5 digits on back of card) to your campus executive senior associate who will email this information to HR to validate your access level. It is not necessary to send your badge to us to obtain access level changes or additions (see below).

Additional Access Privileges

Campus principals and applicable executive directors or Department Directors can authorize additional building access privileges based on need. Complete the District Staff Access form and give it to your campus Principal or Department Director for authorization and to submit to the Safety and Security Department. This request must be submitted 7 days prior to needing the access requested. You will receive an email confirmation once the access has been approved.

Exiting Employee

Turn your badge in to your campus executive/senior associate who will notify our HR department by email to deactivate your card.

SECURITY ACCESS/ ID CARD FORM

EMPLOYEE NAME: _____

E-NUMBER: _____ CAMPUS/DEPT: _____

JOB POSITION: _____ (Teacher, EA, Administrator, etc.)

BADGE NOT WORKING (broken or cracked). HRD will send you a new badge via campus mail using the picture on file. **Old badge must be sent with this form.**

LOST BADGE*. Contact HRD immediately to deactivate badge. HRD will send you a new badge via campus mail using the picture on file. The \$7.00 lost badge fee is the amount that it costs to generate the card with the microchip. The fee will be paid through a payroll deduction.

REQUEST NEW PICTURE *. Please stop by HRD during the time specified on the Security Access/ID Card Information Sheet. The \$7.00 new picture/new badge fee is paid through payroll deduction.

REQUEST BADGE BECAUSE OF NAME CHANGE *. The \$7.00 new badge fee is the amount that it costs to generate the card with the microchip. The fee will be paid through a payroll deduction. HRD will send you a new badge via campus mail using the picture on file. **Old badge must be sent with this form.**

Date: _____

Employee Signature

**(If Applicable)* By signing this form, I understand and authorize a \$7.00 deduction from my next paycheck for the replacement of my lost badge/new picture/name change. This fee covers the cost of production of the new proxy card.

New Badge#: _____
Date Processed: _____