

San Bernardino County Superintendent of School Procedure 3513

Office Hours and Building Security

The Chief Business Officer or designee has responsibility for assigning employee access, via the employee's photo identification badge/proxy card, to San Bernardino County Superintendent of Schools facilities. Unless otherwise authorized by the Chief Business Officer or designee, the following facilities access protocols shall be followed:

1. Members of the San Bernardino County Superintendent's Full Cabinet shall have Executive Level access. Executive Level access includes access to all main entry doors at SBCSS administrative sites and the security gate at the Roy C. Hill Education Center.
2. Additional staff as authorized by the branch lead and approved by the Chief Business Officer shall have Executive Level access. This includes, but is not limited to: designated Technology Services staff; Maintenance and Operations staff; staff assigned to the Emergency Operations Center.
3. All other staff will have access to their work site building only.
4. The photo identification badge/proxy card shall provide managers access to SBCSS administrative sites seven days a week, 24 hours a day.
5. The photo identification badge/proxy card shall provide classified employees access to SBCSS administrative sites Monday-Friday, 6 a.m.-6 p.m.
6. The Assistant Superintendent, Human Resources; Directors, Human Resources; and authorized Human Resources staff shall have access to the Human Resources filing room.
7. The Chief Business Officer; Director, District Financial Services; and Director, Internal Business, shall have access to the check printing room.

The Chief Business Officer or designee has responsibility for assigning keys and alarm codes to San Bernardino County Superintendent of Schools facilities. Unless otherwise authorized by the Chief Business Officer or designee, the following protocols shall be followed:

1. Building keys and alarm codes are issued on a limited basis as authorized by the Branch lead and approved by the Chief Business Officer.
2. A directory of issued keys and alarm codes shall be maintained by the Building Services Manager.
3. Only employees with keys and alarm codes are authorized to access SBCSS buildings during non-working hours, unless approval is given from the branch lead or designee. Employees who access the building during non-work hours shall assume responsibility for setting the building alarm upon exit.

4. Exceptions apply for after-hours and weekend meetings at SBCSS administrative sites when Building Services staff are present.

5. Issued keys to SBCSS facilities are the property of the San Bernardino County Superintendent and must be returned upon resignation, retirement or termination of employment.

Approved: February 7, 2017
Revised: December 17, 2024

Date Approved	
Ted Alejandre County Superintendent of Schools San Bernardino County, California	
By	

