



Fond du Lac Ojibwe School Proxy Card System Policy

Approved by the Fond du Lac Ojibwe School Board October 7, 2014.

Approved by the Fond du Lac Reservation Business Committee: November 19, 2014.

Fond du Lac Ojibwe School Proxy Card System Policy

I. Proxy Card System (PCS) Overview

- A. The purpose of the proxy card system is to provide a secure work environment for Fond du Lac Ojibwe School employees, a secure learning environment for students, and to maintain the security of the school building after hours.
- B. The proxy card system has many options for controlling access to every door that has a card-reader installed and different security levels have been established based on the employee's job description.
- C. Access will be restricted based on the time of day and day of the week. All employees require authorization to enter the Ojibwe School outside of regular business hours.
- D. Proxy cards must be worn in a visible location at all times during the work day.

II. Access Levels

- A. Employee access needs are determined by Program Supervisors.
- B. Program Supervisors may request changes to access as needed.
- C. Propping card-reader doors open for longer than 30 seconds triggers an alarm within the police and the local alarm. Employees who continue to prop open secure doors without authorization will be subject to disciplinary action.
- D. Employees must make sure that when entering or leaving a secure area that the doors close securely behind them.
- E. Special access or schedule change needs to be completed and signed by coordinator and director prior to changes being made. Special access entails: weekends, evenings or early mornings; anything outside normal hours of 7:30 am - 5 pm.

III. Proxy Cards Replacements

- A. Employees must report lost or stolen cards immediately to their supervisor. The supervisor will notify a member of the PCS Administrative Team of the loss and authorize a new or temporary badge for the employee. There will be a charge of **\$25 for replacements cards.**
- B. Temporary cards **must** be returned at the **end of the day**.
- C. Employees will have 24 *hours* to produce a new badge.

IV. Proxy Card Misuse

- A. Lending proxy cards to other individuals is not allowed and will result in disciplinary action as allowed in the Fond du Lac Employment Handbook.
- B. Employees using their proxy card to let unauthorized individuals into a secure area will be subject to disciplinary action.
- C. Employees should not bend, make holes in, deface in any way (i.e. stickers) or otherwise damage their card (see Proxy Card Replacements).
- D. Access audits will be completed quarterly by the Administrative Team. Employees who have accessed or tried to access an area outside of their work area will be asked for a written explanation.
- E. Proxy cards remain the property of Fond du Lac and must be surrendered upon request and/or when employment or internship ends.
- F. When you come through the doors, you need to swipe your badge every time; even if the person in front of you has already swiped and opened the door.

V. Administrative Team

- A. The Team is responsible for working with coordinators to develop access levels for their employees, maintaining the system, creating reports and submitting them to the appropriate person. All changes to employee access levels must be approved by the Superintendent.
- B. The Administrative Team consists of Supervisors appointed by the. The Team will help coordinators determine the access level for new positions.
- C. The Access Authorization form (Attachment A) must be completed and signed by a coordinator and director before the Administrative Team can add a new employee to the system.

Proxy Card System Amendment

Name: _____

Position: _____

Room Number/Extension _____

Normal Work Day Hours _____

Employee Signature _____

Date

Administrative Team Signature _____

Date

Office Use Only

New _____

Lost _____

Special Access Request

Special access or schedule change needs to be completed and signed by coordinator and director prior to changes being made. Special access entails: weekends, evenings or *early* mornings; anything outside normal hours of 7:00 am – 5:00 pm.

Name: _____

Position: _____

Complete below if you are requesting a **TIME/DATE** change of access.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Estimated start date _____ Estimated end date _____

Estimated start time _____ AM/PM Estimated end time _____ AM/PM

Complete below if you are requesting a **DOOR** change of access.

Door Number (s) _____

Please describe the reasons for this request: _____

Employee Signature _____

Date

Administrative Team Signature _____

Date

Office Use Only

Date changed in system _____

Operator initials _____