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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Facilities Management**  
**AREA: Administrative Services**

<b>Deactivating Electronic Access for Separating Employees</b>	<b>MAPP 04.02.04</b>
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**I. POLICY**

- A. To safeguard Lamar University (LU) property, the University has established procedures for deactivating an employee's electronic access ("e-access") to University buildings and other property once this employee has separated from the University.

**II. PURPOSE AND SCOPE**

- A. This policy falls under the authority of all applicable federal and state laws, statutes, rules, and regulations, including, but not limited to, the following: the Texas State University System (TSUS) Rules and Regulations; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.
- B. This policy applies to all LU employees who have been given e-access to University property, including, but not limited to, buildings, work sites (on and off campus), offices, classrooms, laboratories, auditorium and event spaces, and other LU structures. This policy also applies to contractors, third-party vendors, and their employees who require temporary e-access to University property.

**III. DEFINITIONS**

- A. **Electronic Access.** Also known as **E-Access** and **Keyless Entry**. Electronic access provides a means of controlling entry to a building, facility, or other property beyond the traditional mechanical key. Electronic access can be accomplished through access cards (e.g., swipe cards, proximity cards), codes, biometric entry, smartphones, and other means. An access card may be a stand-alone card, or its access features may be integrated into another card such as an employee ID.
- **LU Employees.** After approval by the LU Office of Facilities Management, LU Information Technology (IT) adds e-access privileges to an employee's LU ID card, rather than issuing stand-alone access cards.
  - **Contractors, Third-Party Vendors, and Their Employees.** Facilities Management may supply temporary, generic e-access cards to contractors, third-party vendors, and their employees who require temporary e-access to University property.

#### IV. PROCEDURES

- A. Procedures for employee separation are addressed in LU Human Resources (HR) policy. Employee separations include, but are not limited to, resignations, retirements, and dismissals.
- B. Facilities Management initiates deactivation of e-access for separating employees but requires notification of an employee's departure before it can initiate this process. This notification takes several forms:
  - 1. **Department Notification/Separation Notice Form (*preferred method*)**. A separating employee's department submits HR's Separation Notice, an electronically generated form that automatically sends Facilities Management an email indicating the employee's departure. Upon receipt of this email, Facilities Management initiates deactivation of the employee's e-access. Deactivation typically occurs on an employee's final day with Lamar, as indicated on the form.
  - 2. **Rolling Notification**. When an employee separates from the University, HR may inform Facilities Management so that Facilities can initiate deactivation of e-access. This notification occurs on a rolling basis as employees may leave LU at any time. Typically, HR lists the employee's last day at work as the date when deactivation should occur. However, another date may be used if there are reasons for earlier deactivation or if the employee requires e-access beyond the last day at work. E-access beyond the last day at work must be approved in writing by the employee's Division-level Vice President/Chief Officer or their designee before the last day at work.
  - 3. **Monthly Report of Employee Separation**. By the end of the first week of each month, HR sends Facilities Management a list of the employees, if any, who completed their last day at work in the previous month. Facilities Management then initiates the deactivation of e-access for any former employee on the list whose access has not already been deactivated through Separation Notice Form (1) or rolling notification (2).
- C. The Separation Notice Form and HR's notifications to Facilities Management serve as verification that an employee no longer needs e-access privileges.
- D. After receiving notification that an employee has separated from the University, Facilities Management initiates deactivation of the former employee's e-access privileges.
- E. Former employees (e.g., retirees, Emeritus professors) who would like to continue e-access privileges should contact their respective Division-level Vice President/Chief Officer or designee to discuss this option. Continued access beyond the date of separation is determined on a case-by-case basis and is not guaranteed.
- F. LU employees who leave their job without giving notice (i.e., job abandonment) will have deactivation of their e-access privileges initiated by Facilities Management. HR typically informs Facilities Management of the employee's departure and, by extension, the need to initiate deactivation of e-access. The date that e-access is deactivated may be the date the University

officially terminates employment (per HR’s policy on job abandonment) or another date based on the University’s needs and security.

G. Contractors, third-party vendors, and their employees may require temporary e-access to University property to conduct business. Facilities Management may supply these individuals with temporary e-access cards. These generic or “blank” cards are not connected to a specific person as an LU ID card is. Facilities Management maintains an updated record of any contractors, third-party vendors, and employees to whom these temporary cards are issued.

**V. REVIEW AND RESPONSIBILITY**

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

**VI. APPROVAL**

Dr. Robert H. Wagner	07/19/2022
Chief Operations Officer	Date

Dr. Jaime R. Taylor	07/20/2022
President	Date

**REVISION LOG**

Revision Number	Date	Description of Changes
1	06/28/2022	Version created.
	07/20/2022	Version approved by President.