

SECTION: Business Affairs/Information Services
SUBJECT: Information Services Office Access Policy

ISSUED BY: Office of Information Services
REPLACES: New
APPROVED BY: Vice President for Business Affairs and Treasurer, Provost
EFFECTIVE DATE: December 20, 1996

1. Information Services Staff must be authorized by the User (also called client) to enter their private office. Information Services staff are not to enter a private office without the person who occupies the office present at the beginning of the appointment unless IS (Information Services) staff have been given prior specific permission to enter their office. The client is welcome, but not required to stay in their office during the work.
2. The client's supervisor may also grant access to a private office
3. In a network emergency, the Provost or Vice President for Business Affairs may give permission to enter a client's office.