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**WOODBURY COUNTY
HUMAN RESOURCES DEPARTMENT**

MEMORANDUM

TO: Board of Supervisors
FROM: Ed Gilliland, Director of Human Resources
Gloria Mollet, Assistant Director of Human Resources
Gmollet
RE: Fob Policy
DATE: February 12, 2015

Woodbury County Human Resources is asking for discussion and action on the Fob Policy which includes the hours of operation and states that the policy is for anyone working for the County and anyone working with the County.

Thank you.

WOODBURY COUNTY

Policy: Fobs for Entrance to the Woodbury County Courthouse

Date: February 17, 2015

Purpose:

Woodbury County hourly employees will have access to the Courthouse from 7:00 am through 5:00 pm. There may be exceptions for scheduled meetings, events, etc. as needed and with prior approval.

Guidelines:

- Fobs for hourly employees will provide employees access to the Courthouse from 7:00 am until 5:00 pm.
- Fobs will only give access through the north doors of the Courthouse. All employees will enter and exit only through the north doors.
- If you have need for access to the building in another manner and that need is job critical, then an exception to these hours may be granted with approval from your department head and review by Human Resources.