

**Reference:** EXECUTIVE  
**Section:** GENERAL  
**Title:** METROPOLITAN TRANSPORTATION CENTER (MTC) OFFICE TOWER  
ACCESS DURING AND OUTSIDE NORMAL BUSINESS HOURS  
**Policy Number:** 01-01-08  
**Issue Date:** 09-30-2001  
**Revision Date:** 05-03-2021

## I. PURPOSE

The purpose of this policy is to define the procedure for access to the MTC office tower during and outside normal business hours. All employees should be familiar with the following related policies:

**04-05-06 Visitors Policy**

**04-05-07 Employee Identification Badges**

## II. POLICY

In an effort to better control access to the MTC office tower during and outside normal business hours as well as to improve employee safety, the following policy applies to all NFTA/Metro employees:

### NFTA/METRO IDENTIFICATION

All NFTA/Metro employees will be issued an identification badge (ID) allowing access to the office tower at certain times. The 5 designations are:

- 24/7: All Access
- Monday - Friday: 600 - 1900 hours
- 7 days a week: 600 -1900 hours
- 7 days a week: 1400 - 0200 hours
- 7 days a week: 2200 - 1000 hours

### MTC HOURS OF OPERATION:

#### **Normal Working Hours (Monday - Friday: 07:00 - 17:00)**

1. The principle access to the MTC tower for employees should be through either the Concourse or Ellicott entrance doors into the main reception using their ID.
2. Should a scheduled employee forget their ID, the intercom call button shall be used to notify the receptionist to gain access into the building. Pursuant to **policy 04-05-07 EMPLOYEE IDENTIFICATION BADGES**; any employee who reports to work without their employee identification badge must immediately report to their immediate supervisor or designee and receive a temporary badge. The employee must return the temporary badge to their immediate supervisor or designee at the end of their shift or immediately prior to leaving the property. To access any Company property, the employee will be required to produce photo identification in addition to the temporary badge.

#### **Off Hours, Weekends, and Holidays**

1. The principle access to the MTC tower for employees should be through either the Concourse or Ellicott entrance doors into the main reception using their ID.

2. Employees scheduled to work off hours, weekends, or holidays must gain access to the main reception and office tower elevator/stairs using their ID.
3. Nonscheduled NFTA employees who do not have main reception and elevator access will require a police officer to gain access to the main reception area and call the elevator. Employees must show their NFTA picture identification to the officer and produce authorization for access either by documentation or communication with the employee's supervisor confirming approval of access. Employees without appropriate identification will be denied access.