

**Policy No. HR-412**

## Building Access and Hours

---

**Applies to:** All employees, volunteers, and contractors of the Eastern Washington State Historical Society (EWSHS)

**References that apply to this policy:** Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

**Effective date:** July 8, 2026

**History:** Originally enacted in October of 2013. Modified due to the change in building hours, April of 2016. Reissued November 4, 2016 and updated January 2017 with a procedure and renumbered due to board action, replacing BP # 137. HR-412 was updated on March 4, 2020.

**Approved by:** EWSHS Board of Trustees

---

### Purpose

Instructions to EWSHS employees, volunteers, and contractors concerning standard hours for access to EWSHS buildings.

---

### Policy

Employees, volunteers and contractors must vacate EWSHS buildings at least 15 minutes prior to the scheduled close time, or as authorized. An employee who has authorization to open and close the building must be present at all times while EWSHS buildings are open.

If an employee has a requirement to access EWSHS premises outside the standard hours, the employee must obtain the approval of the employee's supervisor and pre-arrange with the member of the Facilities staff designated to close the building. As much advance notice as possible is appreciated, but a minimum of three days' notice is required to aid in scheduling support staff and saving overtime costs. In case of an evening event, employees may be authorized to work late but need to be out of the building at the conclusion of the event and any necessary wrap up.

The Executive Director shall maintain a procedure in furtherance of this policy.