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HUMAN RESOURCES
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EMPLOYEE ID BADGES CITY HALL AND ANNEX FREQUENTLY ASKED QUESTIONS

What does my access level mean?

Level 0 – No access, badge is for identification purposes only.

Level 2 – Access to building 1 hour before open, 1 hour after closing.

Level 3 – No restrictions, access to building 24/7

* Please note, your access level only pertains to the building you work in. For example, if you are a level 2 and your department is in the Annex, then you will only be able to access the Annex 1 hour before/after business hours. You will not be able to enter City Hall @ 93 before 8am. The same rule applies to level 3 as well with having 24/7 access only to your building.

How do I know what access level I have, and what if I want to change my level?

All Department Heads have a list of their staff's access levels. If you are an employee and want to request a different level, all requests must go through your department head. If an access level needs to change, your department head must send an email request to Amy O'Keefe at aokeefe@salem.com.

How do I access the building before 8am if I forget my badge?

If you forget your badge and arrive at work before 8am, you will have to make other arrangements to enter, such as calling a co-worker who is already inside or simply wait until 8:00am.

If I come into work after hours/on weekends and use my card to get in, will it unlock the entire building?

No. When you use your card to enter after hours, you will see the card reader color change from red to green and the door will briefly unlock and then lock itself again. It will only unlock the door you swiped your card at and for the building where your department is located.

What time do the buildings unlock to the public during the week?

The front and back doors at both City Hall buildings are on an auto-open schedule and will open to the public at 8:00am M-F and close at 4:00pm M-W, 7:00pm Thursday and 12:00pm Fridays. This will help ensure non-employees are not inside before employees arrive at work. The auto-open schedule also coincides with our Holiday listing so the building will remain closed on those days.

There is a scheduled meeting after hours that is open to the public. Will the building be unlocked prior to the meeting?

Yes. The Building Department will unlock the building a half hour before the public meeting starts and will remain unlocked for the duration of the meeting. This process will remain the same as before, as the Building Department will know when there are meetings scheduled and when to unlock the building. If you have questions or concerns about upcoming meetings, please contact the Building Department at 978-619-5642.

Do all employees need a badge?

Yes, employees who currently work at City Hall or the Annex will need a badge. City Council members, interns, board clerks and board members should all have badges set at level 0 as it is for identification purposes only and do not require access to our building outside business hours. If you are City Council or board clerk/member and have a meeting scheduled after hours, you will be able to enter the building half hour prior to the meeting once it is unlocked by the building department or a staff member from your department can let you in. As of right now, members of the senior tax work off program will not have a badge since their schedules vary greatly and are not permanent employees.

What should I do with my badge if I no longer work for the city?

You may return the badge to your Department Head or Human Resources on your last day. All badges will be inactivated effective the person's last day of work. Even if you are unable to turn your badge in before you leave, the card will be inactivated internally and disabled from the system.

For any other questions regarding public meetings and general building access, please contact the Building Department at 978-619-5642.

For questions regarding staff levels and changes, contact Amy O'Keefe at Human Resources, 978-619-5677 or aokeefe@salem.com.