

2.1.16

Issued: October 29, 1999

SUBJECT: KEYS

The issuance of keys for access to College facilities will be guided by the following provisions and procedures:

ISSUANCE OF KEYS

- ◆ A prudent concern for the safekeeping of College assets will be the determining factor in the issuance of keys. Access into College facilities will be limited as much as possible without hindering the work or the unsupervised entry of College employees.
- ◆ A current inventory of all keys issued, indicating the rooms or buildings to which the keys provide access and the persons to whom they are issued, shall be maintained by the Director of Plant Operations.
- ◆ All keys will be issued from Plant Operations upon written authorization from the President or the employee's divisional Administrator. The written authorization must indicate the extent to which the employee needs access so that an appropriate key can be produced.
- ◆ All employees must sign for each key they have received, and a record of the issuance will be kept in the Plant Operations office. Signature by proxy is not allowed.
- ◆ No personnel outside of Plant Operations is permitted to duplicate or issue keys.

RETURNING KEYS

- ◆ Employees who are leaving the College shall relinquish their keys during the exit interview required of all employees. Keys should be submitted to the College official conducting the exit interview and to no one else.
- ◆ The final payment of salary may be delayed if all keys issued to an employee are not returned.
- ◆ Employees who are returning keys due to reassignment within the College should return them directly to the Plant Operations office and sign a relinquishment form (Attachment A). A copy of this form will be given to the employee for his/her records. New keys for this employee will be issued in accordance with stated policy.

LOST KEYS

- ◆ In the event keys are lost or stolen, a prompt reporting should be made to the appropriate division head or department director, to College Security, and to the Director of Plant Operations.
- ◆ After investigating the event, the Director of Plant Operations will determine whether to replace the keys and/or to change the lock(s) and issue new keys. Records of key replacements will be kept in the Plant Operations office.
- ◆ Employees needing a replacement key will be charged the replacement cost of \$35.

SUBJECT: KEYS, CONT...

MASTER KEYS

- ◆ The issuance of master keys generates significant responsibility for the key-holder and will be approved on an extremely limited basis. A person must demonstrate need for unsupervised entry into all College facilities as a part of his/her work responsibilities in order to be considered as a recipient of a master key.
- ◆ No master key will be issued without the approval and written authorization of the Administrative Council of the College.

Contact for Interpretation: Provost

This policy statement supersedes all previous
policy statements on this subject.