



<b>Key Policy</b>	Employee
	Effective Date: May 2018
	Approved Revision Date: May 2018

## 1. Purpose

This policy and procedures are to provide a reasonable level of access and security of personnel, buildings, property and equipment while maintaining the appropriate standard of College operations.

## 2. Definitions

- 2.1. Approving Officers – The Executive Administrative Team.
- 2.2. Master Key – A key that activates all interior door locks.
- 2.3. Sub-Master Key – A key that activates exterior and some interior door locks to buildings but does not open high security areas.
- 2.4. Key Control Office – The office responsible for verifying proper signatures and procedures. The Facilities Manager has these forms available and is responsible for Facilities.

## 3. Policy

- 3.1 College entrances will be unlocked Monday through Friday from 8:00 a.m. until classes are complete that day.
- 3.2 Keys will be issued by Facilities Manager. Duplication and the transfer of keys other than by the Facilities Manager is strictly prohibited.
- 3.3 Master Keys will be issued to the Campus President and members of the Executive Team. Sub-master keys will be given to all other employees.
- 3.4 Master Keys for contracting companies will not be issued to contracting companies except as specifically authorized by an Approving Officer.

## 4. Key Replacement

- 4.1 To replace a lost, stolen or damaged key, Employee Key Request must be completed in the same manner as for the issuance of the original key.
- 4.2 All persons are responsible for the cost to replace or re-keying due to loss of key (\$40).
- 4.3 If a lost key is found it must be returned to the Facilities Manager as soon as possible.