

Board Policies

ADMINISTRATIVE AFFAIRS

155.00 KEYS TO COLLEGE FACILITIES AND EQUIPMENT

College property should be kept as secure as possible yet remain available for its intended uses. Keys to College facilities and equipment will be issued as needed as authorized by College Administration. Keys will only be issued with a properly completed approval form signed by the appropriate supervisor and Vice President of Finance and Administration.

Temporary employees or official volunteers of the College will be issued keys only for the duration of their contract. Vendors needing keys to complete an approved contract must sign in with the Director of Maintenance or designee.

Loss of keys by an employee will incur a charge per key and require the completion of a new request for keys.

Upon termination of employment from the College, all issued keys must be returned to the Director of Human Resources or the Director of Public Safety and Security. Failure to return keys at the time of termination will result in a charge per key to the individual through a payroll deduction on the employee's final paycheck.

Policy 155.00 is implemented in process through Procedure AP155.

Adopted December 19, 2005
Revised October 18, 2011
Revised November 16, 2020
Revised April 15, 2024