

## **Access to Buildings: Key Procedures**

### **Key Requests and Issuance**

1. Key requests will be delivered to the building administrators or area supervisors only on the District's Key Request Form.
2. Upon receipt of a properly authorized key request, the administrators or designee will issue within 72 hours, the appropriate key(s) or key fob.
3. Key(s) or key fob(s) must not be duplicated. Any staff member who duplicates or loans his/her district key(s) or key fob(s) will be found to have cause sufficient to be subject to a letter or reprimand, disciplinary action or dismissal procedures.
4. With exception of key(s) or key fob(s) to substitute staff members, all additional keys or key fobs shall be kept at the district central office. Access to those keys is limited exclusively to the administrator or designee.

### **Lost or Stolen Keys or Key Fobs**

1. Any staff member whose key(s) or key fob(s) are lost or stolen must report to the building administrator or area supervisor the loss or theft of his/her key(s) or key fob(s) within 48 hours of missing his/her key(s) or key fob(s).
2. Upon receipt of a properly authorized Lost Key Report Form, a newly issued key or key fob request, and the replacement fee of \$100, the administrator or designee will issue replacement key(s) or key fob(s) within 72 hours.
3. Failure by any employee to report lost or stolen key(s) or key fob(s) within 48 hours or failure to return his/her key or key fob as described in the checkout procedure of this policy may result in the employee being held responsible for any actual losses or expenses incurred by the district because of the loss of such a key or key fob. This includes the expense of re-keying those areas accessed by that employee's key(s) or key fob(s).

### **Transfer of Keys**

1. Keys or key fobs shall not be loaned to students or to individuals not employed by the district. District personnel who are issued keys or key fobs are without exception, responsible for those keys or key fobs and are subject to all provisions of this policy.

2. Any staff member found transferring his/her key(s) or key fob(s) may have a letter of reprimand placed in his/her personnel file, or may have disciplinary action taken, or may be subject to dismissal procedures.

### **Checkout Procedures - Summer**

1. Each building administrator will collect all staff keys and/or key fobs before final paychecks are issued at the beginning of each summer recess period, any other extended school closure or at the end of the assigned work shift unless normal assigned duties requires continued access.
2. All collected keys or key fobs will be returned to the administrator or designee for safekeeping in the central office vault.
3. In the event of any staff member failing to turn in his/her key(s) or key fob(s) or to comply with this policy, the Board authorizes a \$100 assessment fee (based on replacement expenses) to be withheld from any compensation due the staff member whether it be salary or wages, travel reimbursement or tuition and fee reimbursements. Replacement fees are to be made through the district business office.