

# Medford School District 549C

Code: **GBCD**  
Adopted: 6/16/81  
Readopted: 2/15/05

## Keys

No staff member may have in his/her possession keys to school district buildings unless they have been assigned to him/her by an authorized employee. Each staff member receiving keys shall sign the regularly provided form before taking possession of the keys.

Keys shall not be duplicated unless so authorized by the business manager or his/her designee. Violation of this policy shall be considered as sufficient cause for discipline or up to and including dismissal.

All keys assigned to an employee must be returned to the district prior to receipt of final salary payment.

END OF POLICY

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### Legal Reference(s):

[ORS 164.205 - 164.270](#)

[ORS 332.107](#)

[ORS 332.172](#)