

# VERMONT TECH

## Manual of Policy and Procedures

<i>Title:</i>  <b>Employee Keys</b>	<i>Number:</i> <b>T 603 A</b>	<i>Page(s):</i> <b>2</b>
	<i>Date:</i> <b>October 2009</b>	

### PURPOSE

The College has established this policy to provide building and property security and accountability for keys issued to employees.

### STATEMENT OF POLICY

A master key system is a means to allow and restrict building access. An effective key system provides key control, employee access, and protection of property.

### KEY SECURITY

- Employees will gain access to their buildings by using their college identification card.
- Employees will receive keys to rooms and offices where they work. These are the only keys that should be taken off campus.
- Employees needing a key or keys in addition to the work area key in order to perform work duties will have a lockable key box in which to secure these keys. Extra access keys are not to leave campus.
- A building master key will be kept in an office or other area that is staffed Monday - Friday from 8:00 a.m. to 4:30 p.m. The master key will be available to employees who need to use it on a sign-out basis.

### PROCEDURES

#### Issuance of Keys

Physical Plant will issue keys to an employee as authorized by the employee's supervisor. Issuance of a master key must be approved in writing by the division dean.

Physical Plant will issue lockable key boxes for employees who have access and master keys which should be stored on campus.

#### Return of Keys

Keys are returned either directly to the Physical Plant office or to the President's Office as part of the exit process. The return should be noted on the key records.

Employees leaving College service will turn in her/his keys either directly to Physical Plant or as part of the exit process outlined in P&P207.

#### Lost Key

An employee who loses College keys should immediately notify Physical Plant and their supervisor. An "access key" which is lost off campus or is lost through negligence may lead to disciplinary action.

#### Keys Found and Returned

Any keys found should be returned to either Public Safety or to the Physical Plant Office.

#### POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
  - a) January 1997
  - b) October 2005
  - c) October 2009

Signed By:  Patricia Moulton President
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