

## **KEY CONTROL**

### **I. SCOPE**

All employees

### **II. PURPOSE**

To delineate the steps required to obtain a key(s) for the University of St. Thomas as well as outline the responsibilities associated with the possession and return of the key(s).

### **III. PROCEDURE**

#### **1. Issuance of keys**

- All requests for keys must be made in writing on a “Key Request Form.” The request must include a justification for access into the area(s) for which the key(s) is/are requested.
- Faculty, staff, and students must have the appropriate Chair’s Director’s, Dean’s or Vice President’s approval and signature on the request form.
- Recipients of keys must come to the Facilities Operations Office in person in order to pick up their key(s) and sign the “Key Control Card.”
- The recipient will be held personally responsible for their safekeeping. Prior to issuance of a key, the individual must sign a “Key Control Agreement” acknowledging this responsibility.
- Full-time faculty or staff requesting a key must have the appropriate supervisor’s approval and signature on the request form.
- Keys for part-time faculty must be requested by and assigned to either the Deans of Business and Education or the department Chairs in the School of Arts and Sciences.
- The Deans of Business and Education or the department Chairs in the School of Arts and Sciences must authorize key requests for students.

Should an employee be transferred from one department to another, the individual must personally return their old keys to the Office of Facilities Operations and fill out a new “Key Request Form” with the appropriate signatures in order to obtain their new keys.

New keys will not be issued until all of the old ones have been returned.

Failure to return a key(s) shall result in a charge of \$100 per key charged to the appropriate department account.

## **2. Return of keys upon termination of employment**

- **Full-time faculty, staff and administrators:** Upon termination of employment, the employee must fill out a University “Exit/Separation Personnel” form and personally return his/her key(s) to the Office of Facilities Operations. Failure to return assigned key(s) at time of termination of employment will result in a charge of \$100 per key charged to the individual via payroll deduction through the Office of Human Resources.
- **Part-time faculty and staff:** Upon termination of contract with the University, the part-time faculty member shall return his/her key(s) to the appropriate Dean or Chair. Failure to return a key(s) shall result in a charge of \$100 per key charged to the appropriate department account.
- **Students:** Upon either termination of employment and/or graduation, students who have been assigned a key(s) must personally return it/them to the Office of Facilities Operations. Failure to do so will result in having the student’s records put on hold such that diplomas will not be issued and/or transcripts will not be released until the key(s) are returned or the fine of \$100 per key is paid.

## **3. Duplication of keys**

Under no circumstances are University keys to be duplicated.

If any additional key is required, a new key request must be filled out following the procedure outlined above.

## **4. Temporary Key Requests**

- In certain instances, it may be necessary for a department to request a key(s) on a temporary basis. In this instance, only individual room keys will be issued.
- A “Temporary Key Request Form” must be filled out with a justification for the request along with the names of those who may have access to the key. The request must have the appropriate authorization signatures.
- Keys will be issued to a full-time University employee who will be held personally responsible for their safekeeping.
- This key approval is good for no longer than two weeks. Failure to return the key(s) at the end of the two-week time frame will result in a charge of \$100 per key charged to the appropriate department account.
- Should a temporary key be required for longer than two weeks, an extension may be requested in writing addressed to the Assistant Vice President,

Facilities Operations explaining the circumstances and signed by the appropriate supervisor.

### **5. Loaning of Keys**

The loaning of keys is strongly discouraged.

The individual in whose name the key is assigned is ultimately responsible for its safekeeping.

### **6. Loss or Theft**

- Lost or stolen keys should be reported to campus security or the Office of Facilities Operations immediately.
- Notification should be made by telephone or in person and followed up in writing by submitting a "Lost Key Report" signed by the individual and appropriate supervisor.
- New keys will not be issued until this form is filled out and turned in.
- Lost or stolen keys will be replaced at a charge of \$100 per key. Charges will be assessed to the department budget of the individual in whose name the key(s) is/are assigned.
- Should the department Chair and/or Dean require a room(s) or building to be re-keyed due to loss or theft of a key(s), the request must be made in writing, listing the room(s), the reason for the re-key, and an account number to which re-keying costs may be charged.
- Keys found on campus should be turned into either campus security or the Office of Facilities Operations immediately.

### **7. Sub-Master Keys**

Sub-master keys are keys that will allow access to multiple areas within a building.

These keys will be issued to department Chairs/Directors and full-time administrative assistants only.

### **8. Building Master Keys**

Building master keys are keys that will allow access to the entire building.

These keys will only be issued to a Dean and the building managers as designated in the Hurricane Response Plan.

## **9. Campus Master Keys**

Campus master keys are grand master keys that will allow access to the entire campus.

These keys will be issued to the following personnel only:

- President of the University;
- Vice President for Academic Affairs;
- Vice President for Finance;
- Vice President for Information Technology;
- Vice President for Student Affairs;
- Assistant Vice President, Facilities Operations;
- Facilities Operations Maintenance Personnel;
- Campus Security;
- Custodial Contractor.