

SUBJECT: ISSUANCE OF KEYS

EFFECTIVE
DATE: 03/08/11 (replaces 05-20-99)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

Keys to buildings will be issued to employees/contracted providers, only when it is essential to the performance of their duties. For the purpose of this policy, employees are defined as individuals on active payroll status or individuals paid on a fee for service basis. All keys remain agency property and will be returned upon termination of employment.

PROCEDURE

Each area program will be responsible for the issuance, replacement, transfer, or return of keys issued to employees. The Employment Termination and Clearance Form (Policy 3376) will be used to document the return of keys.