

## ***WORK CONDITIONS AND HOURS***

### **UNIVERSITY KEYS**

The University recognizes certain employees will need keys to various campus buildings and areas. Due to the substantial cost involved in "re-keying", University key holders are asked to actively safeguard their assigned keys.

Issuance of University keys is limited to need. Key holders are directly responsible for the key issued to them. Prior to the issuance of a key or keys, an authorization must be signed by the appropriate department head. Department heads should notify the Physical Plant Office of anticipated key needs to allow time to cut keys prior to issuance.

After receiving an authorization for a key(s), the person who is to receive the key(s) shall make a key deposit in the Bursar's Office in the Administration Building. A receipt will be issued to the person, who will deliver the receipt and the authorization to the Physical Plant Director's Office for the issuance of the key(s).

Lost keys are to be reported to the appropriate department head as soon as possible. New keys will be issued when properly authorized. A replacement fee will be charged for each replacement key.

Upon termination of employment or when a key is no longer needed, a key must be turned in to the appropriate department head or to the Physical Plant office. A return of deposit voucher will be issued to the former key holder when the key is turned in to the Physical Plant Office. The voucher is to be presented to the Bursar's Office for a refund check to be issued.