

(Key Distribution/Accountability)/Policy

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(SJA)

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| Department: | Facilities |
| Number: | 500.3 |
| Effective Date: | August 4, 2017 |
| Review Date: | February 9, 2022 |
| Revised Date: | January 2021 |
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I. Policy:

SJA considers the safety of all students and staff a major priority. The purpose of this policy is to insure the safety and security of SJA and its occupants by providing guidelines for the issuance and accountability of all keys that control access to the building, as well as in the building.

II. Procedures:

A. Key Issuance

1. All keys shall be controlled and issued by the Maintenance Department. They will be responsible for updating all records of keys issued, returned, lost, broken, etc.
 - a. Individuals wishing to have a key or keys issued to them shall complete a "Key Request Sheet." The form must be authorized by the appropriate Department Head, and submitted to the Maintenance Department.
 - b. Duplication of keys, other than by Maintenance Department is prohibited. Any person who knowingly duplicates a SJA key is subject to disciplinary action by SJA.
 - c. All keys issued should be retained at all times by the individual they were issued to. Practices such as leaving keys on desk, loaning of keys, etc. shall not be allowed.
 - d. Persons to whom keys are issued shall use the keys for SJA business only.
 - e. Keys will normally be available to be delivered or picked up within 24 to 48 hours after receipt of the "Key Request Form."

B. Key Return

- a. When an individual's need for a key no longer exists, whether as a result of termination of employment or other reasons, **it is the responsibility of the individual's department to make sure the individual has returned all keys to the Maintenance Department prior to leaving the building. Failure to return a key upon termination or other reason will result in the individual being responsible for a "Lost Facility Key Charge (\$15 per key) which will be taken from last check and the department will be responsible for any associated charge stemming from the loss of the keys. (e.g. cost of lock changes.)**
- b. For reasons of security and data control, the departments may not reassign any key from one individual to another without the approval of the Maintenance Department.

c. Exception to the policy on issuance of keys may be authorized by the President/CEO.

C. Key Replacement

1. To replace a lost or broken key, a "Key Request Form" must be submitted in the same manner as the issuance of an original key.
 - a. A broken key to be replaced must be returned when the new key is issued, or the "Lost Facility Key Charge" will apply.
 - b. If a key has been lost, the employee will be charged the appropriate "Lost Facility Key Charge." (\$15 per key) Once a key has been reported lost, no additional key will be issued to the employee until the "Lost Facility Key Charge" has been recovered from the employees next pay check.
 - c. If a lost key is later found, it must be returned to the Maintenance Department. The Maintenance Department will then contact the Finance Department to authorize a refund of the "Lost Facility Key Charge", **ONLY** if the locks have not been rekeyed. The "Lost Facility Key Charge" will then be reimbursed by the Finance Department.

D. Record Keeping

The Maintenance Department shall maintain a comprehensive listing of all keys issued, by employee name.

Approved by:



President/CEO

Date

