



## ECS Key Policy

### **Purpose**

The campus key policy has been established as a basis for a key issue and maintenance system for the campus.

### **Issue of Campus Keys**

All employees of Environmental Charter Schools are eligible to hold keys for areas to which they need access on a daily basis to perform their jobs. All requests for permanently issued keys should be made through the Director of Operations. Requests for temporary keys must have definite issue and return dates and include the proper authorized signature before they will be processed. Once processed, keys must be picked up in person *by the key holder* at the office of the Director of Operations.

### **Return of Campus Keys**

All keys must be returned by the key holder to the Human Resources Administrator upon termination of employment. Any keys not currently used by the school employee should also be returned to reduce the number of keys in circulation.

### **Transfer/Loan of Keys**

Employees must sign for keys issued to them and should not receive or take into possession any campus keys that have not been formally issued to them by the Director of Operations.

### **Lost Keys**

Lost or stolen keys present an immediate security risk to the entire campus and must be *immediately* reported to the Director of Operations within 24-hours.

A fee of \$25.00 shall be assessed on the second incident for each lost key. Fees shall be collected by the Front Office *prior* to the issuance of replacement keys. Issuance of replacement keys may be denied to individuals who have repeatedly lost keys due to carelessness. Refunds for keys found after the fine is assessed may or may not be returned depending upon whether re-keying costs have been incurred.

### **Key Duplication**

Key holders **MUST NOT** duplicate any keys issued to them. Disciplinary action may result for unauthorized key duplication.



### **Worn or Broken Keys**

A replacement for a worn or broken key will be provided at no charge in exchange for the defective key. All pieces of the key must be returned to the Director of Operations. All re-keying or installation of new locks must be requested through Director of Operations

### **Keys for Service Personnel**

Short-term contracted vendors to the campus will not be issued permanent keys to the Environmental Charter Schools campuses. Keys will be made available for daily check out from the Main Office. In the event a vendor needs after-hours access to a part of the campus, arrangements can be made through the Director of Operations.