

Policy Number: 02.018

Policy Title: Employee Key Policy

Policy Type: Employee Handbook

Governing Body:

Date of Current Revision or Creation: September 12, 2023

Employee Key Policy

The purpose of the Employee Key Policy is to protect the property and security of Antioch College and of individuals assigned to use College facilities by limiting access to such facilities to assigned employees.

Facilities is responsible for the issuance, management, documentation, and distribution of keys.

Employees are responsible for keys issued to them and may not transfer, share, duplicate or loan keys to other employees. Employees are responsible for lost keys, including the replacement costs of keys and locks. Employees must return keys issued to them upon termination/separation from the College, or by request, and are responsible for the replacement costs of keys and locks for any unreturned keys. Keys are to be returned to HR.

Employee Key Procedure

HR notifies Facilities as soon as it is known there will be a new hire. Facilities works with HR and the supervisor to identify office space for the new hire and determine keys needs.

Facilities issues keys to the new hire and completes with them the Employee Key Agreement Form. Facilities scans the form and saves it in the Google Drive folder: [Employee Keys](#). Facilities takes the hardcopy to HR, where the hardcopy files are retained.

Should an employee be given additional keys, their Employee Key Agreement hardcopy should be amended and initialed, and an updated scan placed in the Google Drive folder: [Employee Keys](#).

Upon termination/separation, employees return keys to HR. HR uses the Employee Key Agreement to verify all keys are returned, notifying Facilities to collect the keys and uploading an updated scan to the Google Drive folder: [Employee Keys](#).