

Employee Key Agreement

1. Employees are prohibited from loaning, giving, or selling any key, code or key card. Failure to comply may result in disciplinary action and/or monetary penalty. (Reference section 6.13 of Employee Handbooks)
2. Keys and identifying accessories will be kept separate. Do not keep your Employee ID, school lanyard, etc., with hard keys/key card.
3. Employees will not leave keys/access cards in their vehicles, even when garaged and/or locked.
4. If a key or key card is lost, the Employee will immediately inform their key controller and complete a lost key report. If a key card is lost, key controller will notify Maintenance to deactivate the card. The Employee will continue to search for the keys as many have been found after completing the lost key report.
5. It is recommended that the Employee purchase an electronic tracker of some sort (Tile, etc.) so that if the keys get misplaced, they can be tracked and most likely found.
6. If an employee loses a key or key card, a re-coring or re-keying charge may be assessed up to \$500. This re-coring charge also would apply if an employee fails to return a key or card upon termination or ending of assignment. The charge would be deducted from the terminating employee's final paycheck, unless it's paid before the termination date. (Reference section 6.13 of Employee Handbooks).

I have read and understand, and will comply with the Employee Key Agreement,

Print Name _____ Dept/School _____

Signature _____