

Policy type: Administrative

Applies to: Faculty, staff, and student workers

POLICY DATES

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Reviewed:

Keys are required on the campus of the University of Mount Union for the purpose of protecting items within secured areas (buildings, storage, and residence hall rooms). Keys, therefore, are an important aspect of security within a campus environment and should not be taken for granted. For this purpose, the University created and adheres to a strict enforcement policy on members of the campus community who carry keys and to the procedures required to acquire and return keys.

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Definitions

Term	Definition
Room door key	This key is used to gain access to a room or an office through an interior door.
Sub-master key	This key is used to gain access to all offices, classrooms or labs within a specific department.
Master key	This key is used to gain access to all offices, classrooms, labs or rooms within a specific building on campus.
Grandmaster key	This key is used to gain access to any door in any building within the same keyway system. The University of Mount Union has one keyway system for all academic, administrative and support buildings and one keyway system for residence halls and small houses.

Policy Details

A. Level of Authority for Carrying Key

It is very important for all faculty and staff to assess the level of access that they need in campus buildings so that we do not distribute an excessive number of keys on campus. Individuals who sign for the key will be responsible for its use and for the knowledge of its whereabouts at all times.

It is suggested that all employees have access to their office through a room door key and into a building through a building key if they plan to be there after hours. A 24-hour security staff is available to allow access into buildings for faculty and staff members with appropriate identification. Arrangements can also be made ahead of time to access buildings during off hours. Also, key boxes can be arranged for and installed by Physical Plant to provide access to specific areas without distribution of an excessive number of keys.

Only department heads or chairpersons should have access to a sub-master key unless special conditions exist. Building coordinators should have access to a master key. Only certain campus staff, such as security and/or other Physical Plant staff should have access to a grandmaster.

B. Regulations and Restrictions

Any problems with keys issued by the Physical Plant should be reported immediately to the Key Room at extension #6814.

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As stated in the section above, the person signing for any University key is responsible for the use of the key and knowledge of its whereabouts at all times, including keys issued to others on a temporary basis. Students having keys will be responsible for returning them at the end of the academic year.

Annually, the Key Room at the Physical Plant will perform a key audit and ask the campus community to verify outstanding keys that have been issued to individuals as listed on their KEY AUTHORIZATION FORM. In addition, at certain times, the University will re-core areas across campus for security purposes. In those cases, Physical Plant personnel will set up inside the buildings to make every effort to distribute new keys and collect old ones in an efficient manner.

If a Faculty or Staff member leaves a department and goes to another department on campus, any keys issued on behalf of the former area must be returned to the Key Room and checked off as being returned. The employee's personnel file will be updated accordingly. **UNDER NO CIRCUMSTANCES SHOULD ANY KEYS BE HANDED OVER TO ANOTHER MEMBER OF THE DEPARTMENT. IN ADDITION, ALL EMPLOYEES ARE FORBIDDEN TO TRADE KEYS OR HAVE DUPLICATE KEYS MADE.** Employees not following the above guidelines may be subject to disciplinary action.

When a Faculty or Staff member leaves the employment of the University, all keys must be returned to the Department of Human Resources at a required Exit Interview. The KEY CARD will be updated within the personnel file and a copy sent to the Key Room with the returned keys for final record keeping. If keys are not returned properly, the exiting employee will have his/her final paycheck held until the keys are returned. The holding period will consist of two calendar weeks; after such time, the exiting employee will have his/her final pay reduced by the appropriate fines as listed below.

If a key is damaged, lost or stolen, it should be reported IMMEDIATELY to the Key Room. Cost for replacement keys are as follows:

1. Damaged key (original must be returned) - No Charge
2. Room or door key - \$60.00
3. Building key - \$75.00
4. Sub-master key - \$150.00
5. Master key - \$200.00
6. Grandmaster key - \$500.00

The loss or theft of any key jeopardizes the security and protection of areas on campus and may require that the entire space be re-cored and/or re-keyed. Payments for all damaged, lost or stolen keys listed above are the responsibility of the individual that the key was assigned to. Repeated offenses may result in stricter penalties, including dismissal from the University, if appropriate.

A key-holder that disagrees with the replacement cost imposed or other disciplinary action taken for a lost key may appeal to the Vice President within his/her area. Appeals must be in writing and submitted to the Supervisor / Department Chairperson and the appropriate Vice President. The written appeal should indicate the specific reasons and/or grounds for the appeal. Upon investigation by the administrative Vice President, total fees and/or disciplinary action will be determined, imposed, and will be considered FINAL.

It is advised that any institutional keys issued to campus personnel not be carried on a University of Mount Union key ring.

PROCEDURE

A. Requesting a Key

Upon hiring, a new faculty or staff member will receive a KEY AUTHORIZATION FORM from the Department of Human Resources. The form will have instructions for completion and **MUST BE SIGNED BY THE DEPARTMENT CHAIRPERSON OR AN IMMEDIATE SUPERVISOR** prior to issuance. At the point of completion of the KEY AUTHORIZATION FORM, the faculty or staff member will bring it to the Key Room at the Physical Plant Building. Upon

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issuance of the key, the Physical Plant or Key Office will maintain a KEY CARD, which will include the following information:

1. Employee Name
2. Department
3. Key number(s)
4. Signature of recipient of key(s)
5. Person who distributed key(s)

A copy of the KEY CARD then will be forwarded to the Department of Human Resources to be kept in the personnel file of the individual receiving the key(s).

Faculty and Staff members who are not new to the campus can obtain a KEY AUTHORIZATION FORM from their department chairperson, obtain the proper signatures, and utilize the same process as above. The appropriate building coordinator and a Vice President must approve any requests for a sub-master or master key, respectively.

Responsibilities

Position or Office	Responsibilities
Human Resources	Provide employee with key authorization form and collect it when filled out.
Physical Plant	Provide the employee with a key card to be filled out and returned to HR

Resources

Contacts

Position	Office	Telephone	E-mail/URL
Director of Human Resources	Human Resources	330-829-6555	Humanresources@mountunion.edu
Coordinator of Physical Plant	Physical Plant	330-823-7365	physplant@mountunion.edu
Physical Plant Locksmith	Physical Plant	330-829-6814	physplant@mountunion.edu

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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