

Revision Responsibility: Director of Facility Services

Responsible Executive Officer: Vice President for Finance and Administration

Source/Reference: None

PURPOSE

To allow employees access to work areas while maintaining appropriate security over College buildings and property.

POLICY

I. Responsibility for Key/Access Control

- A. The Facility Services Office will be responsible for issuing keys and maintaining records of keys issued.
- B. The Information Technology Department will be responsible for assigning employee access groups based upon key card work order submitted by Facility Services Department to the Help Desk.
- C. The Information Technology Department will be responsible for issuing new and/or replacement badges to employees.

II. Key and Badge Access Distribution

Keys and badge access will be determined by the Director of Facility Services and the Vice President for Finance and Administration, based on employee need for building access. Keys and badge access will be distributed according to need upon written authorization of the supervisor of the individual requesting the key(s).

III. Exceptions to the Key and Badge Access Distribution

Requests for exceptions to the key and badge access distribution determined by the Director of Facility Services and the Vice President for Finance and Administration, may be requested by an employee by submitting a written request, approved by the employee's supervisor, to the Vice President responsible for the area in which the employee works and the Vice President for Finance and Administrations.

IV. Keys and Badge Access No Longer Needed

Employees shall immediately return all keys no longer needed due to changes in job responsibilities to the Facility Services Office. Employees shall immediately notify the



Information Technology Department of badge access no longer needed due to changes in job responsibilities.

V. Termination of Employment

Employees must return all keys to the Facility Services Office upon termination of employment. Final direct deposits will not be processed until all keys have been returned.

Information Technology will void all employee badge accesses as part of the termination process.

PROCEDURES

To request a key and/or badge access, employees must complete the electronic “Key Card Request” form available in MyChargerNet [MyCN]. It is located on the “Employee” tab, under the Facility Services Forms” section. Employees should complete the “Key Card Request” form and submit electronically to their supervisor for approval. Upon approval by their supervisor, the form will be *automatically* forwarded to the Facility Services Office for final processing. This is the link [Key/Access Form](#) to quickly access.

Revised: February 3, 1993; February 14, 2003 (new policy format); February 6, 2012 (added Appendix B, new policy format and updated titles); updated to new format December 2020; accepted by Cabinet and signed by the President; minor update approved and signed by the President, October 2021.