Arkansas Tech University Key Policy

Summary:

The purpose of the University key policy is to provide appropriate security for campus facilities in order to protect, life, property, student and employee confidentiality and research integrity. This policy applies to all faculty and staff employees, and contractors, issued keys to any building other than residence halls. Residence Hall key access and card access is managed by the office of Residence Life.

Policies:

Ownership of keys:
All keys to Arkansas Tech University facilities and property are the property of the University. Keys are issued by the Arkansas Tech University Physical Plant.

Key authorization:
All key requests must be made using the key request form located on the forms page of the Physical Plant website. The request must be signed by a dean for an academic area or a vice president for non academic departments.

Duplication of keys:
The duplication of keys is strictly prohibited. All keys will be made by the University's lock smith at the Physical Plant's discretion.

Employee key tracking file:
All employees accepting keys must provide their signature when accepting or relinquishing a key. Signing for a key signifies understanding and acceptance of the Arkansas Tech University key policy. Multiple keys may be issued to an individual, not a department. Each key will require a separate signature. Each key made after the effective date of this policy is stamped with its own individual identification number and listed in the key database for tracking purposes. When a key is issued to an employee its listing is updated to indicate the employee it has been assigned to.

Lost keys:
If a key is lost or stolen, the appropriate dean, director, department head or vice president should be notified immediately. The employee should also notify the Physical Plant and the office of Public Safety. The individual losing the key and/or the department who authorizes the issuance of the key will be assessed a fee in accordance with the following schedule:
$20 per each individual key
$50 per each sub master or master key
$200 for each building entrance key

The loss of a building entrance key will require the building's entrances to be rekeyed to maintain security. The department who originally requested the employee's entrance key will pay the cost to rekey the building. In the event a lost master, sub master, or individual key requires a rekeying project, the department who originally request the employee's keys will pay the cost of the rekey project.

Returning keys
Upon the employee's termination, retirement or other separation, the employee must promptly return their keys to the Key Office at the Physical Plant. The key holder of record must return their own keys

and sign the key card. Final paychecks may have deductions made, or be held, if all keys are not returned. Any keys missing at this time will be assessed the same fees as lost keys. If the missing keys result
in a rekeying project the employee's department may decide whether any necessary rekeying costs will be paid by the department or the employee.

End of Policy
Last updated 1 July 2011