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 covers keys issued for the Russellville Campus and the Center for Leadership and Learning. Keys for the Ozark Campus (other than Morton Hall) are not covered by this policy. This policy applies to all faculty and staff employees, including contractors, who are 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 Office of Facilities Management (FAMA).

Key authorization
All key requests must be made using the key request form located on the forms page of the FAMA 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 locksmith at FAMA'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. 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 FAMA 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
> $100 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. Charges made for lost keys are not refundable unless the lost keys are found before any new keys are made or any rekeying work has been done. If lost keys are found after rekeying has been performed or new keys have been issued, the employee must immediately return their previously lost keys to FAMA for disposal.

Returning keys

Upon the employee's termination, retirement or other separation, the employee must promptly return their keys to the Key Office at FAMA. 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.

Buildings with card swipe entrances

Entrance keys will not be issued to buildings with card swipe entrance door access. In the event of a power outage, each card swipe system will be maintained by battery. If the power outage lasts longer than the card swipe system's batteries the person requiring access will need to contact Public Safety for access.

Office of Information Systems emergency personnel may be issued entrance keys to the Corley building and the Ross Pendergraft Library for the purpose of maintaining computer and network systems during an extended power outage. A signed memorandum from the Director of Information Systems must accompany the key request.

Shared keys

Shared keys are defined as those keys issued to a department for the purpose of temporary use to open and/or secure a space when the duties performed in that space vary from person to person across different work shifts. All shared keys must be kept in a locked key box or other secure key control system designed for the secure storage of keys. Keys to the lock(s) securing key boxes will only be issued to individual employees, not departments. Each department utilizing shared keys must assign a person who will be responsible for the security of the department's shared keys. The responsible employee will maintain the security of the shared keys and the accuracy of the list of shared keys the department possesses. The Office of Facilities Management will maintain a listing, per department, of each set of shared keys and the responsible employee. The appropriate vice president will designate in writing the employee responsible for the department's shared keys. The department will be charged for any lost shared keys, and the cost of any required rekeying. Those departments or groups allowed to use shared keys are:

Public Safety
Office of Information Systems
Facilities Management
Office of the Vice President for Student Services

End of Policy
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