



# Facilities and Operations **POLICY**

Applies to:	<b>Marshall University Facilities and Operations</b>
Title:	<b>Keys and Swipe Cards</b>
Number:	<b>MU-FO-02.09</b>
Effective Date:	07/01/2020
Last Revision Date:	N/A

**PURPOSE:** To document employee responsibilities regarding keys and swipe cards issued for performance of job-related duties.

**SCOPE:** This procedure applies to all Facilities and Operations employees.

**REFERENCES:** N/A

**DISCUSSION:** Employees of the Facilities and Operations Department are issued Keys and Swipe Card (Marshall University ID Cards) access to buildings, areas, equipment, etc., as necessary to perform job related activities. Having Keys and Swipe Card access is a big responsibility and must not be taken lightly. The loss of Keys or Swipe Cards could potentially result in theft or damage to Marshall University property and may also be expensive as locks may need to be re-keyed due to loss or theft of keys. It is always of the utmost importance for employees to effectively secure Keys and Swipe Cards .

**PROCEDURE / POLICY:**

Employees are responsible for properly securing keys and Swipe Cards to prevent theft and/or loss at all times.

Keys and Swipe Card Access is to be used for job related activities only and is not to be used for personal use.

**1. Keys**

All keys issued to employees are to be effectively secured (locked in your personal locker/key box or equivalent per your department/shop protocols) at the end of each shift and are not to be removed from Marshall University property.

The only keys that are authorized to be taken home are the entry door key to your assigned building, and the key that provides entry to the area where your work keys are stored.

In the event one or more keys has been lost or stolen, employees are required to:

- Immediately report the loss/theft to your Supervisor/Manager.
- File a report with Marshall University Police Department.

Employees who have lost keys (or keys which have been stolen) are subject to progressive discipline.



## Facilities and Operations **POLICY**

### **2. Swipe Cards (Marshall University ID Cards)**

Swipe Cards (MU ID's) are used to enter buildings/areas which are equipped with swipe card access. Unlike Keys, Swipe Cards may be removed from Marshall University property, however they must be secured at all times to prevent theft.

In the event a Swipe Card has been lost or stolen, employees are required to:

- Immediately report the loss/theft to your Supervisor/Manager.
- Supervisors/Managers are required to contact the Marshall University Campus ID Manager to have the card de-activated.

### **3. Termination of employment**

- Upon termination of employment from Marshall University all issued keys, and ID cards must be surrendered to your supervisor/manager.

Deviations to this procedure must be approved by a Director of Facilities and Operations.

#### **REVISION HISTORY:**

- 07/01/2020: Initial revision.