

## NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

### 6015P FACILITIES ACCESS PROCEDURE

Facility access to specific areas will be requested by the individual's supervisor, through the Employee Assignment process in GroupLink.

In order to obtain a key and/or card/fob access, individuals must complete a Facility Access Request Form and submit to the Director of Facilities on their respective campus. This shall be done in person. Keys and cards will be provided at no cost to the employees; however, \$25 will be charged to the individual's supply budget for the key fob. Keys/cards/fobs may not be picked up by anyone other than the individual approved to receive the keys/card. Extra key(s) and/or card/fob access shall not be issued to anyone to be used as "spare sets."

Persons who are separating from employment must return all assigned keys/card/fob or be charged the fees per key/card/fob. Temporary and/or individuals who have an academic year appointment must return keys/card/fob at the end of the employment period if requested by the supervisor or Director of Facilities.

Keys/card/fob shall not be transferred to another individual. Keys/card/fob must be returned to the Director of Facilities by the individual recipient so that records can be verified and maintained.

Individuals must report all lost or damaged keys to the Director of Facilities. Individuals with lost, stolen, or unreturned keys/card/fob shall personally be billed in the amount of \$25 per key/card/fob or \$100 per master key. The Director of Facilities shall attempt to obtain the keys/card/fob before billing an individual for a key/card/fob.

Non-college individuals who have been issued keys/card/fob access and have failed to return keys/card to the Director of Facilities, shall be billed by certified mail in the amount of \$100 per key/card/fob.

Keys for special purposes such as display cabinets, athletic equipment, vaults, files, desks, etc., shall be the responsibility of the department or individual who has designated responsibility for the area.

Date of Adoption: 5-7-09

Date of Implementation: 5-7-09

Date & Subject of Revisions: 4-20-10 Changed language to reflect new employee assignment process

## Northland Community and Technical College

### Key/Card/Fob Access Request Form

Name of Requestor: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Please indicate:  Key  Card  Key Fob (\$25 charge to Cost Center: \_\_\_\_\_)

Identify the area(s) of the college for which access is being requested:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I realize it is my responsibility to immediately report a lost or stolen key/card/fob to the Director of Facilities. As an employee, I realize I may be billed personally in the amount of \$25 for any lost or unreturned keys/cards/fobs (\$100 for master keys/cards/fobs), which are assigned to me. As a business/contractor, I realize I may be billed in the amount of \$100 for any lost or unreturned keys/cards/fobs, which are assigned to me.

I realize it is my responsibility to return all keys/cards/fobs for Northland Community and Technical College to my supervisor upon separation of employment from Northland Community and Technical College.

I recognize that I am not authorized to duplicate any keys which are issued to me from Northland Community and Technical College nor shall I loan the keys which are issued to me to any individual who is not authorized to obtain access for area(s) for which I possess keys.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved

Denied

Reason for Denial: \_\_\_\_\_

President/Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_