

## ACCESS TO BUILDINGS

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## BOARD POLICY

It is the intent of the Board to further enhance the safety and security of all school facilities through a system of access to buildings regarding the issuance of keys. The Executive Director of Operations is charged with the responsibility of developing procedures for issuing, controlling and inventorying all keys and locks to District facilities.

The Board authorizes the superintendent to establish administrative procedures consistent with this policy.

## ADMINISTRATIVE PROCEDURE

1. A grand master key will only be issued upon the written authorization of the superintendent.
2. Employees of the District who are issued a key(s) will assume responsibility for the custody, use and security of such keys.
3. Keys to District facilities may not be duplicated under any circumstances.
- 4.1. When an individual's employee's need for District keys no longer exist exists, it will be the responsibility of the employee's immediate supervisor to collect such keys.
- 4.2. Final payment of any unpaid salary of an employee will be withheld until all keys are returned or compensation is made to the District for the cost of replacing any applicable locks or keys.
5. Locks on District facilities may not be installed, repaired, or replaced without the approval of the Executive Director of Operations.
6. If an employee's keys are lost, the employee will be assessed a charge for replacement and rekeying.

## **EXHIBITS**

None

## **REFERENCES**

None

**FORMS**

**\*RESCINDS**

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