

KEYS

Full-time and part-time certificated staff will be issued keys from their respective divisions. Administrators and classified staff will receive their keys from the Facilities Office.

If keys are lost, the staff member must write a memo to their dean/ supervisor listing the keys lost, when they were lost, and if possible, an approximate location. The dean must then approve the memo and forward to the Facilities Office at which time new keys will be issued from the Facilities Office.

At the end of service, certificated staff will submit their keys to the division office. Administrators and classified staff will turn in their keys to the Personnel Office upon check out.

Keys issued to staff are for the personal use of the staff member only. They may not be duplicated. Staff are responsible for locking offices, classrooms and storerooms after use.