



**Policy Number:** 600.9  
**Policy Title:** Employee Access to Campus Facilities and Issuance/Return of Keys  
**Subject:** Section 600 – Physical Plant  
**Date Adopted:** May 8, 2009  
**Date(s) Revised:** September 4, 2012; January 11, 2021

Approved by:



Sandra J. Bauman  
Dean/CEO  
Helena College University of Montana

---

**POLICY STATEMENT:**

It is the policy of Helena College University of Montana that all campus facilities under the jurisdiction of the College be locked during non-working hours to maintain the security of those facilities and protect their contents from unauthorized use or access. In accordance with the procedures set out in this policy, it is the responsibility of Helena College to maintain, control, and account for the issuance and return of all keys to employees that allow access to College facilities.

All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations and with Board of Regents' policies and procedures. (This paragraph updated January 11, 2021)

## **PROCEDURES:**

### **RECIPIENTS OF KEYS**

Helena College employees shall be issued keys for access to campus facilities upon the written approval of their supervisors and one of the following individuals:

- Dean/CEO
- Director of Facilities and Maintenance
- Assistant Dean of Administrative Affairs
- Executive Director of General Education and Transfer
- Executive Director of Career Technical Education

Keys will be issued to employees for entry to campus facilities on a need basis and only for the purpose of conducting college business. The types and numbers of keys issued will be limited to the minimum required for regular work assignments at a specific facility.

### **ISSUANCE OF KEYS**

Requests for keys are made by completing a Key Requisition Form (Appendix A), which must be signed by the employee making the request, the employee's supervisor/executive director and the Dean/CEO. Once signed by all parties, the Key Requisition Form shall be submitted to the Assistant Director of Facilities and Maintenance. A copy of the signed form will be returned to the employee by the Assistant Director of Facilities and Maintenance along with the issued key. Key Request Forms are available on the Helena College website.

Special assignment of keys to non-employees also requires a Key Request Form and must be approved by the Dean/CEO.

### **AFTER-HOURS ACCESS AND RESPONSIBILITIES**

Authorized employees entering or leaving a locked building shall not permit anyone else to enter who would not normally be permitted to enter the building during the hours it is open. Authorized employees may allow guests to enter with them provided those guests remain in the proximity of the employee in possession of the assigned key. The authorized employee assumes full responsibility for his or her guests' behavior and may be held responsible for any loss or damage to college property incurred by those guests.

Authorized employees entering or leaving a locked building shall be responsible for properly securing the door and may be held responsible for any loss or damage to college property resulting from their failure to do so.

To further enhance physical security of Helena College, keys must be presented at the request of any Helena College official or Facilities and Maintenance personnel in the performance of his/her duty in order to prevent access to campus facilities by unauthorized personnel.

### **LOST OR STOLEN KEYS**

A charge of \$20.00 shall be assessed to an employee to replace a lost key. The employee who loses a key shall not be issued a new key until he or she has paid the replacement cost for a new key.

The loss or theft of any key is to be reported immediately to the individual's supervisor and to the Assistant Director of Facilities and Maintenance followed by a written statement explaining the circumstances of the loss. This information may be pertinent to any subsequent investigations.

Lost keys turned into a campus office or department shall be forwarded immediately to the Assistant Director of Facilities and Maintenance with an explanation of the circumstances under which the keys were found.

## **DUPLICATION OF KEYS**

The Assistant Director of Facilities and Maintenance or his assigned designee are the only individuals authorized to duplicate building keys and perform or oversee lock repair and replacement at any campus buildings.

## **KEY INVENTORY**

A key inventory for campus buildings and a log of all assigned and returned keys for all buildings on the Helena College campus will be maintained by the college's Facilities and Maintenance Department.

Keys to cabinets, lockers, drawers, etc., within buildings and offices are not covered under the provisions of this policy. The Facilities Maintenance Department will acquire or duplicate such keys upon request, but the issue, control, and recovery of these keys are the responsibility of the individual making the request. A non-refundable charge of \$20.00 will be charged to the employee's department for duplication of these types of keys.

Annually, each supervisor is responsible for checking and certifying the accuracy of an inventory list of keys issued by the Assistant Director of Facilities and Maintenance.

## **MASTER KEYS**

The issuance of master keys will be limited to those persons needing frequent access to multiple areas. Requests may be made by supervisors and must be approved by the Dean/CEO.

## **RETURN OF KEYS**

All keys issued by Helena College remain the property of the College and shall be returned to the College under the following conditions:

- If the employee is transferred from one facility to another (e.g., Donaldson to Airport).
- If the employee no longer requires access to a specific facility or room.
- If requested to do so by the supervisor, executive director, or Dean/CEO
- If the employee is granted a leave of absence without pay for a period of more than 30 calendar days; however, employees granted such leaves may retain their keys if they are authorized by their supervisors to have access to the building/facility during the approved leave.
- If the employee is being terminated from employment at the College, whether voluntary or involuntary. In this instance, all keys assigned to the employee must be returned to his or her supervisor or to Helena College's Human Resources at the time of the exit session with the employee's supervisor or the Human Resources. Termination procedures will not be considered final until all keys are returned to the college. Failure to return keys may delay delivery of the employee's last paycheck.

It is the responsibility of the appropriate supervisor, executive director, and/or Dean/CEO to ensure that all keys issued to employees under their oversight are returned to Helena College in adherence with the procedures set out in this policy.

# HELENA COLLEGE KEY REQUISITION FORM

## Appendix A

Name: \_\_\_\_\_ Position: \_\_\_\_\_

To increase the safety and security of Faculty, Staff, Students, Visitors, and Property at Helena College, we have implemented a key policy. Access for buildings will be with the use of a key, provided to each employee by administration as appropriate, and is to be used only for authorized building access. These keys are the property of Helena College, and are on loan to each employee for the duration of their employment. Each key has a special location use, and staff having access to multiple areas may be carrying multiple keys.

The keys are the responsibility of the individual, and as such, the obligations listed below shall be followed. Failure to do so may put the Helena College property and other employees and students at security risk, and may result in termination, or payment of any damages incurred through misuse of the key.

### Guidelines:

- At no time will the key holder loan the key to anyone not employed by the college.
- Any key that is lost or stolen must be reported to Maintenance immediately. Failure to do so could result in payment of any damages incurred with the key and/or the cost of re-keying the affected area.
- A replacement key will be issued at a cost of \$20.00.
- Any key damaged during the course of day-to-day activity will be replaced by Helena College at no charge to the individual.
- Any key purposely damaged will be replaced at a \$20.00 cost to the employee and could result in payment of any related damages and/or the cost of re-keying the affected area.
- The key must be returned in the event of termination, retirement, lay-off, or other non-employment with Helena College.
- Failure to return the key could result in withholding a final paycheck to offset the cost of site re-keying.
- All key requests must be approved by a member of the Leadership Team.

Helena College takes the safety and security of Faculty, Staff, Students, Visitors, and Property seriously, and is expecting all employees and students to comply with the integrity of these measures. The sole intent of this policy is to secure the buildings, site, and facility in general from non-authorized personnel during non-business hours, and to protect the assets of Helena College.

I read, understand and will comply with the above written key policy.

\_\_\_\_\_  
Signature Print Name Date

\_\_\_\_\_  
Supervisor Signature Print Name Date

\_\_\_\_\_  
Assist. Dean or Dean / CEO Signature Print Name Date

Key # / Location \_\_\_\_\_ Key # / Location \_\_\_\_\_

Date Keys Returned \_\_\_\_\_

\_\_\_\_\_  
Director of Facilities