



Policy Name: Keys

Marian University Keys

Originated Date: Unknown

Review Date: 01/27/2016

Revised Date:

Policy Statement:

Keys are assigned by the supervisor and disbursed through Campus Services. Supervisors should contact Campus Services at least three days in advance of a new employee start date. Keys cannot be duplicated, transferred from one employee to another, nor are they to be given to students for use. An employee must surrender all keys assigned to them at termination of employment. The supervisor is responsible for returning the keys to Campus Services.

Where an employee misuses or fails to return keys assigned to them, the employee may be responsible for any costs associated with rekeying, replacing equipment or providing for necessary security.