

Key Policy

The key(s)/card(s)/fob(s) are specially cut, identified, stamped, or programmed with a number or code specific to the key(s)/card(s)/fob(s). The building administrator shall submit a current key listing with all key(s)/access card(s)/fob(s) for the site, which employee has received the item(s), and the date the employee received the key(s)/card(s)/fob(s). This listing shall be submitted to the Facilities Office by October 1st of each year. Additional key(s)/access card(s)/fob(s) listings may be required depending on changes in item status of the building. Each item listing should have a signature and date from each individual checking out or turning in the specific key(s)/access card(s)/fob(s).

After five (5) working days, a \$20.00 non-refundable fee per key(s)/card(s)/fob(s) item will be charged to any individual or first responder who loses an assigned key(s)/access card(s)/fob(s). These funds will be paid to Sweetwater County School District Number One's Business Office. Upon receipt of the fee per key(s)/card(s)/fob(s) item, a new key(s)/card(s)/fob(s) will be issued. For safety and security purposes, if a lost key(s)/card(s)/fob(s) is found, you must return the key(s)/card(s)/fob(s) to the District.

A record of key(s)/access card(s)/fob(s) lost will be maintained by the District. Staff who terminate their positions must turn their items back into the district or a \$20.00 per keyway item will be deducted from their final pay check.

Revised: 2/11/13; 3/13/17

School District #1, Sweetwater County, Wyoming