

EMPLOYEE KEYS/BADGES & ALARM SYSTEM ACCESS

Staff Keys/Badges

The general supervision for the distribution and control of building keys/badges shall rest with the Operations Department. Employee badges shall be issued by the Human Resources Department. All staff issued master keys/badges shall sign a key agreement that will be kept on file. Badges will be disabled upon termination, suspension, leave of absence, or retirement.

- a. Teaching Staff: Building principals will have direct responsibility for the issuance and collection. Employee badges will be issued and collected as necessary by the Human Resources Department.
- b. Non-Instructional Staff: All keys issued shall come from the Operations Office. Employee badges will be issued and collected as necessary by the Human Resources Department.
- c. The charge for lost keys/badges shall be the actual replacement cost.
- d. Staff shall assume a responsible posture with regard to the care, use and security of keys/badges issued them. Disciplinary action may result from their misuse.

Alarm System

The Director of Operations shall be responsible for the development and use of an alarm system.

- a. The Director of Operations shall recommend, within budget limitations, the installation of alarms in the various buildings and locations.
- b. The Director of Operations shall, in cooperation with the alarm vendor, develop a system for the monitoring and response to alarm signals.
- c. The Director of Operations shall periodically report the effectiveness of the alarm system and, if appropriate, recommend change.

Loaning of School Keys/Badges

There shall be no loaning of school keys/badges. Abuse of this rule shall result in revocation of the use of keys/badges by any or all persons involved. Further disciplinary action may result by withholding the final paycheck. Keys/badges will be turned in to the Superintendent (or designee) by the end of the last work day. This includes persons on disciplinary leave or a leave of absence.

Board Member Keys/Badges

The Board of Education recognizes that individual Board members need access to the buildings within the school district for the purpose of conducting regular Board of Education business. The Board also recognizes the need for the safety and security of all students and staff and therefore, sets forth the following method of returning keys/badges by citizens who are no longer serving as Board members. Board of Education members leaving their position will be responsible for returning keys/badges to the Operations Office by 4:00 p.m. on the last week day of holding office as an elected official. Badges will be disabled by 4:00 p.m. on the last day of holding office as an elected official.