



<b>POLICY TITLE</b>	Keys and Proximity Cards	<b>Policy Number</b>	402
<b>Section</b>	Facilities, Operations, and Information Technology	<b>Approval Date</b>	April 15, 2010
<b>Subsection</b>	Safety, Security, and Vehicles	<b>Effective Date</b>	April 15, 2010
<b>Responsible Office</b>	Office of the Vice President of Finance and Administration		

### 1.0 PURPOSE

**1.1** Security of university facilities is essential to the safety of employees, students, and visitors. To ensure the security of university facilities, the following procedures for the issuance and control of the access devices for buildings, rooms, and offices have been developed.

### 2.0 REFERENCES

- 2.1** UVU Policy 322 *Employment Responsibilities and Standards*
- 2.2** UVU Policy 374 *Termination Clearance for Hourly Employees*
- 2.3** UVU Policy 375 *Termination Clearance for Salaried Employees*

### 3.0 DEFINITIONS

**3.1 Building entrance key:** A key or proximity card that activates a lock on one outside entrance door to a building.

**3.2 Master key:** A key that activates all door locks in a building or system for spaces assigned to a specific department or system.

**3.3 Outside door access:** Admittance to an area by way of a secured exterior door.

**3.4 Proximity card:** An electronic device used to gain entry to certain restricted areas.

**3.5 Room Key:** A key that activates the lock to the door of a single specific room.

**3.6 Sub-master key:** A key that activates the locks in more than one but not all doors in the space assigned to a specific department or system.

**3.7** For purposes of this policy, a building entrance key, a room key, a master key, and a sub-master key are herein sometimes referred to, collectively and separately, as a “key.”



## 4.0 POLICY

**4.1** In order to ensure the adequate security of all campus facilities and property, as well as the safety and security of students, staff, and faculty, keys and proximity cards shall be used to secure access to the various rooms, buildings, entrances, and offices of the University. The issuance, distribution, monitoring, use, and return of all keys and/or proximity cards shall be in compliance with the procedures set forth in this policy.

## 5.0 PROCEDURES

### 5.1 Door Keys

**5.1.1** Keys shall be issued and controlled by Facilities.

**5.1.2** Duplication of keys other than by the Facilities key shop is prohibited. Any person who knowingly makes or duplicates a university key in any manner not authorized by this procedure shall be subject to disciplinary action pursuant to established university policy and procedure.

### 5.2 Limitations

**5.2.1** Keys shall be issued only after a key request form is completed and signed by the director/department head of the department. One form must be completed for each key requested.

**5.2.2** Master keys shall be issued only to executives, police/public safety, and select physical plant personnel. Master keys shall only be issued after the vice president over facilities or a designee has signed the key request form.

**5.2.3** Sub-master keys shall be issued only to persons authorized by directors and/or department heads.

**5.2.4** Building entrance keys shall be issued only to full-time employees with an administrative or academic need for after-hours entrance to a building. Building entrance keys shall only be issued after the Vice President of Finance and Administration has signed the key request form.

**5.2.5** All keys must be picked up by the employee requesting the key.

### 5.3 Key Return

**5.3.1** All keys issued to an employee must be returned to Facilities upon the employee's termination or when the employee no longer has a need for the key.



**5.3.2** Keys must not be transferred from one employee to the next without prior notification and arrangements through Facilities office personnel. When keys are transferred from one employee to another it is necessary to follow the return procedure and for the keys to be reissued in the new employee's name.

**5.3.3** The department chair or designee to which the employee is assigned is responsible to ensure that all keys are returned when an employee leaves employment or the keys are no longer needed. A \$25.00 key charge shall be withheld from the last check of the terminating employee for each key which is not returned upon date of termination. If the department fails to notify Facilities that the person is terminating, the department shall be billed \$25.00 for each key which is not returned within 30 days of an employee leaving the University. This applies only to keys to which the employee has been assigned. These fees also apply to any replacement keys requested, with the exception of broken keys.

#### **5.4 Key Replacement**

**5.4.1** To replace a lost or broken key a key request form must be completed in the same manner as for the issuance of the original key. There is no charge to replace a broken key. There shall be a lost key replacement charge of \$25.00 per key.

**5.4.2** A broken key to be replaced must be returned with the key request form.

**5.4.3** If a lost key is later found, it must be returned to Facilities. No refund shall be given for lost keys that are later found and returned.

#### **5.5 Proximity Cards**

**5.5.1** The activation of proximity cards is controlled through Facilities. A proximity card can be obtained through Campus Connection but cannot be activated without the written approval of the appropriate director or department chair and/or the Vice President for Finance and Administration.

**5.5.2** Proximity access for inside doors can only be granted by the written approval of the respective director/department chair of the area for which the employee needs access. The director/department chair must provide confirmation of the employee's need to access the requested area. Outside door access shall only be granted with the written approval of the director/department chair of the employee seeking access and the Vice President for Finance and Administration. In addition, the director/department chair must provide confirmation of the employee's need for access to an outside door.

#### **5.6 Exceptions**



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## Policies and Procedures

**5.6.1** Exceptions to any of the above procedures must be authorized in writing by the Vice President for Finance and Administration.

<b>POLICY HISTORY</b>		
<b>Date of Last Action</b>	<b>Action Taken</b>	<b>Authorizing Entity</b>