

**(OPP-7)**

**DATE:** February 1, 2016

**FROM:** Office of Physical Plant

**TO:** All Physical Plant Technical-Service Employees

**SUBJECT:** Responsibility and Security of University-Issued Keys

Each employee is personally responsible for the security of all University keys issued to him or her.

An employee must ensure keys are always in his or her possession or properly secured. Keys will be secured on campus in a location approved by the supervisor except for those required to enter the employee's reporting location. Keys must be turned into the Work Reception Center prior to resignation, retirement, or at the request of the supervisor.

An employee who loses or misplaces keys will be issued a warning letter.

Established as policy December 2, 1985

Revised September 3, 2001

Revised June 3, 2002

Revised February 1, 2016 (number change from OPP-13 to OPP-7 – No changes)