

## HSC Key Policy

### **New Keys:**

All HSC staff will receive keys for their individual office, classrooms, labs and shared areas. Staff will need to complete a key request form, available from the HSC Scheduler. The key request form should be give to the HSC Scheduler.

All keys will be assigned to individual staff members. Staff are responsible for all of the keys that have been assigned to them. Keys should be kept in staff's personal possession and not lent out. If someone needs access to a space and has forgotten his or her key, a program assistant or custodian should be asked to unlock and lock doors as needed.

### **Student Keys (Research):**

In the event that a student would need a key, his or her instructor must fill out a key request form. The key will be assigned to, and signed by, the instructor, not to the student. The instructor is then responsible for retrieving the key once the student is finished.

### **Lost or Replacement Keys:**

Immediately report any lost or stolen keys to the HSC Scheduler at 608-789-6172 or at [hscinformation@westernnc.edu](mailto:hscinformation@westernnc.edu). A new key request form will need to be completed to receive a replacement key. Costs associated with key replacement and re-keying will be charged to the individual or department.

### **Returning of Keys:**

When staff leave the Health Science Center, the key(s) should be returned to the HSC Scheduler for documentation purposes. This includes leave of absence, resignation, retirement, or relocation of offices. Keys should not be transferred to the next employee, but rather transfer through the HSC Scheduler.

### **Audit of Keys:**

Keys will audited when deemed appropriate. For example, if a researcher has provided five keys to students in his/her research area, all five keys will need to be accounted for, along with the current user of each key.

*HSC Management Group approved May 11, 2016*

*HSC Management Group approved July 17, 2009*