

Glenn County Human Resource Agency

400 Key Issuance Policy

400.1 GENERAL

The key policy must be coordinated with alarm access code policy as it sets parameters for after-hour access to the building. All key issuance is subject to the terms of confidentiality. This policy is subject to administrative review. Employee is responsible for the care of the building and keys may only be used for assigned work or authorized activities. Keys may not be used for any other purpose.

400.2 KEY ASSIGNMENT

Keys may only be issued by a central management staff member, and no employee shall possess a key that has not been issued to them. All full time employees shall be issued keys that permit access to their work area and employee entrances to the building.

Master keys shall be limited to the Exec Team only. Sub-master keys shall be limited to the Management Team only.

Handbook Language Begins

Certain restrictions will be applied to key issuance for controlled areas such as the Special Investigations Unit, the check storage/issuance area, the warehouses, Food Bank, etc.

Public service employees will be temporarily issued a key that permits access through employee entrances when necessary, and specifically authorized by the immediate supervisor.

A key to employee entrances may be issued, if necessary, upon authorization by a Principal Staff Services Analyst, to other agencies that co-locate at the HRA facility.

Community Service Workers (GA, WEX, Summer Youth, etc.) will not be issued any key. Access to the various facility buildings shall be accompanied by a regular HRA employee or by supervised use of a shared key.

Long term interns and volunteers shall utilize shared keys or by supervisor request will be temporarily issued a key to employee entrances only for a specified period of time.

Handbook Language Ends

Failure to comply with this policy may lead to disciplinary action and/or criminal prosecution. Employee review and acknowledgement:

Employee Signature

Employee Printed Name

Date