

Policy #: 828
Title: KEYS AND KEYCARDS
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Reviewers: MSA Superintendent; MSA Human Resources Office; MSA Instructional Leadership Team; MSA Director of Physical Plant Operations

I. PURPOSE

The purpose of this policy is to ensure the safety of students, maintain security of state property, and establish appropriate staff access to work areas.

II. GENERAL STATEMENT OF POLICY

- A. The Minnesota State Academies (MSA) recognizes the importance of access for employees to conduct their work duties, as well as age-appropriate access for students to areas where they can receive instruction and participate in educational/extracurricular activities.
- B. MSA recognizes the need for security of MSA property and assets.
- C. MSA recognizes the importance of providing a safe and secure environment for students.
- D. MSA requires a systematic method of allocating keys and key cards to maintain security as well as providing appropriate access to work areas for staff and students.

III. KEY AND KEYCARD ISSUANCE

- A. Supervisors must approve all requests for keys/keycards from employees. The request must include a list of buildings and rooms/areas identified for access and the level of keycard access for the employee. The request must be authorized by the superintendent's office before issuance of keys/keycards. Any changes to key issuance and/or keycard access must follow the same procedure.
- B. High School and Middle School students will receive keycard access based on access levels established by the Directors of both campuses and the Superintendent. Students are not allowed to have keys to any buildings or rooms unless specifically authorized by the Director/Dorm Director.
- C. Grand Master Keys for each campus will be limited to:
 - 1. MSA Superintendent;
 - 2. MSAB/MSAD Directors/Assistant Directors;
 - 3. Director of Student Support Services;
 - 4. Director of Physical Plant Operations;
 - 5. Director of Health Services;
 - 6. MSAB/MSAD Dorm Directors;
 - 7. Other Department Heads and selected employees as assigned by the superintendent;
 - 8. The on-call bag will have a grand master key and keycard for employees serving as on-call supervisors as assigned by the superintendent;

9. Selected offices as determined by the superintendent shall have a grand master key available for check-out on an as-needed basis.
- D. The superintendent's office is responsible for inventory, distribution, and tracking of all keys.
- E. The physical plant department is responsible for ensuring that all locks and keys are in working order, including repair and replacement as necessary, following directives from the superintendent's office. The physical plant is also responsible for issuing keys, following directives from the superintendent's office.
- F. The human resources office is responsible for keycards, including set-up/distribution; suspension; changes to access levels; and replacement as necessary, according to directives/guidance and approvals from the superintendent's office.

IV. EMPLOYEE RESPONSIBILITIES

- A. Employees are responsible for keys and keycards issued to them at all times. Under no circumstances should an employee allow students or non-MSA individuals access to keys or keycards without direct supervision.
- B. Employees must report lost, stolen or broken keys and/or keycards immediately to their supervisor. Fees will be charged for replacements. Key replacement fees may be returned to the employee if the key is found and returned to the superintendent's office prior to the replacement of the lock. Repeated loss of keys/keycards may result in disciplinary action.
- C. Employees must not transfer their keys/keycards to other employees when changing offices, work spaces, etc. They must return their keys to the superintendent's office and have the keys re-issued to the next employee, following proper protocols, including signed paperwork from their supervisors.
- D. All keys/keycards issued to employees must be returned to their supervisor at the time of strike, layoff, extended leave, or termination.

V. SUPERVISOR RESPONSIBILITIES

- A. Supervisors must immediately report lost, stolen, or damaged keys to the superintendent's office and lost, stolen, or damaged keycards to the human resources office.
- B. Supervisors and/or their designees must collect keys/keycards at the end of the school year from employees who do not work through the summer or document the reason the keys/keycards are not returned. If keys/keycards are re-issued for summer school or other work performed during the summer months, supervisors must maintain documentation of each re-issue and receipt of keys/keycards.
- C. Supervisors must keep keys/keycards from employees in a locked/secure location. Documentation of key/keycard receipts/re-issue dates must be maintained and available for inspection as necessary.

- D. Supervisors must collect keys/keycards from staff prior to strike, layoff, extended leave or termination.
- E. Keys/keycards must be turned in with departing employees' final time sheet and exit forms.
- F. For students who are issued keys to their dorm rooms/apartments, the dorm director is responsible for establishing a check-out/check-in system with key deposits for student keys, including applicable rules and procedures for their use.

VI. DIRECTOR OF PHYSICAL PLANT OPERATIONS RESPONSIBILITIES

- A. Issuance of keys in accordance with appropriate authorization from the superintendent.
- B. The Director of Physical Plant Operations and/or their designee is responsible for maintaining records of all doors, locks, and keys, including replacement costs for re-keying and/or replacement of keys.
- C. The Director of Physical Plant Operations and/or their designee is responsible for ensuring that all locks are established according to appropriate procedures and in working order, including compatibility with the Grand Master Key for each campus.
- D. The Director of Physical Plant Operations and/or their designee is responsible for maintaining specific locks that are designated as "off-master" and removed from the list of locks opened by the Grand Master key for each campus. Each lock on this list must be approved by the superintendent. Keys for each lock on this list must be maintained in a secure location within the superintendent's office (or another secure location) and available for check-out as needed/approved. Keys for "off-master locks" will not be issued to any individual employee without the approval of the superintendent.

VII. HUMAN RESOURCES OFFICE RESPONSIBILITIES

- A. The human resources office is responsible for issuing, tracking, and documentation of keycards in accordance with appropriate authorization from the MSA superintendent
- B. The human resources office is responsible for maintaining records of all doors and locks that can be opened by a keycard, replacement costs for lost/broken keycards, and maintaining a supply of keycards for visitors and other needs.
- C. The human resources office is responsible for ensuring that all keycards are issued and set-up according to appropriate procedures and in working order.
- D. The human resources office is responsible for maintaining a list of access levels with specified permissions (doors, hours, employee privileges, etc.) and adding/deleting levels as authorized by the superintendent.

VIII. SUPERINTENDENT'S OFFICE RESPONSIBILITIES

- A. The superintendent's office is responsible for tracking and documentation of keys. Records of all doors/locks and keys issued to employees shall be maintained. Keys will be kept in a secure location within the physical plant building and distributed as approved.

- B. The superintendent's office is responsible for approving any lock changes and communicating updates with the physical plant department. New/replacement keys will be added to the inventory after locks are changed/updated.

- C. The superintendent's office is responsible for updating and collecting all key/keycard requests and communicating approvals to the physical plant department/human resources department, including updates to the list of access levels with specified permissions (doors, hours, employee privileges, etc.) and adding/deleting levels as authorized by the superintendent.