5-3 POLICY ON KEYS

In the interest of safety and protection of property, strict control over access to SYCAMORE PARK DISTRICT property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees who are assigned keys, safe combinations, or other access to SYCAMORE PARK DISTRICT property in connection with their job responsibilities must exercise sound judgment discretion to protect against theft, loss or negligence. Employees must immediately report any loss of keys to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including dismissal. A fee up to $100 may be assessed for lost keys. Keys may not be transferred from one employee to another without prior written authorization by the appropriate supervisor**.** Upon termination of employment with SYCAMORE PARK DISTRICT, the employee is responsible for returning all keys issued to that employee prior to receiving a final paycheck.

Adopted on:

Revised on:
November 2021