

KEYS AND KEY FOB ACCESS POLICY

Policy Category	Corporate Services
Policy Search Name	<i>C – Keys and Key Fob Access Policy</i>
*Anishinabek Standard	
<i>Place of Learning</i>	<i>E. Facilities that are compatible with the Anishinabek environment in which they are situated.</i>
<i>Educators</i>	N/A
<i>Students</i>	N/A
<i>Curriculum</i>	N/A
Approval Date & Board Motion Number	12/6/2022 Motion#104-2022
Effective Date	12/6/2022
Previous Versions	Date initially approved: 7/22/2020 Date of last revision: 11/4/2022

*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

1.0 Background and Purpose

1.1 Employees and contractors may require regular access to campus buildings; to assist with management of resources, this policy aims to provide a process and guidelines for employees and/or contractors requiring access and the management of those resources (keys and key fobs).

2.0 Definitions

“key fob” A key fob is the small handheld remote control device that controls a remote keyless entry system

3.0 Application

3.1 This policy applies to all employees (faculty and staff) and contractors conducting business on behalf of Kenjgewin Teg and assigned a key/card/fob to access any or all buildings owned or leased by Kenjgewin Teg.

3.2 This policy does not apply to postsecondary instructors who are assigned to teach a postsecondary course(s) delivered solely by Kenjgewin Teg and/or together with a postsecondary partner of Kenjgewin Teg.

4.0 Policy

Policy Objective

4.1 To provide access to all employees (faculty and staff) and contractors conducting business on behalf of Kenjgewin Teg to any or all buildings owned or leased for the ongoing needs and requirements of the programs and services of the organization.

Key Fob Assignments

4.2 All employees and contractors that require key card/fob access to any or all Kenjgewin Teg owned and/or leased buildings will be provided with a key fob.

4.3 New employees will make arrangements with the Corporate Services department to acquire an assigned key fob.

4.4 Employees and contractors will sign and date upon acceptance of the key fob.

4.5 All employees and contractors will receive their first key fob at no charge.

4.6 Should an employee or contractor misplace or lose their key fob, they must report it to the Corporate Services department as soon as possible.

4.7 A replacement key fob will be provided along with an invoice for the replaced key fob at market cost.

4.8 Should the misplaced key fob be found and returned to Corporate Services, a reimbursement will be provided based on the fee charged previously.

4.9 Upon completion of employment or contract for services with Kenjgewin Teg, the employee or contractor will return the key fob to Corporate Services.

4.10 If the key fob assigned is not returned, the market cost of the key fob will be deducted from the employee or contractor's last pay.

Office and Master Key Assignments

4.11 All employees and contractors that require access to offices owned and/or leased by Kenjgewin Teg will be provided with a key.

4.12 New employees or contractors will make arrangements with the Corporate Services department to acquire an assigned office key.

4.13 Employees and contractors will sign and date upon acceptance of the office/master key.

4.14 All employees and contractors will receive their first office and/or master key at no charge.

4.15 Should an employee or contractor misplace or lose their office or master key, they must report it to Corporate Services as soon as possible.

4.16 A replacement key will be provided and the market cost for either key will be deducted from the employee’s pay.

4.17 Should the misplaced key be found and returned to Corporate Services, a reimbursement will be provided based on the fee charged previously.

4.18 Upon completion of employment or contract for services with Kenjgewin Teg, the employee or contractor will return the key to Corporate Services.

4.19 If the key assigned is not returned a fee equal to market cost will be deducted from their last pay.

5.0 Roles and Responsibilities

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 The Corporate Services unit is responsible for overall implementation of this policy.

5.3 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

6.0 Evaluation Date – 10/31/2024

6.1 This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

Related Legislation, Policies, Procedures, Guidelines and Documents	
Policies Superseded by this Policy	<i>Key Card Access Replacement Fee Policy</i>
<i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i>	