



All employees that work in facilities with badges/key card access must display the key card on their person at all times. The key card may double as an employee photo ID card. Each employee provided with a key card, ID badge, key fob or keys will be provided with information pertaining to its use(s). Employees may also be issued keys and/or fobs to utilize during employment that must be returned at the conclusion of employment.

Safekeeping of all building access items is the responsibility of the employee. Misuse of any building access items (keys, fobs, or key cards) by employees may result in disciplinary action. If any of these building access items are lost or stolen, the employee must notify the issuing authority immediately. Do not allow individuals to enter the building under your access or share your keys, fobs, or key cards with anyone.

Guest badges may be issued to visitors and visitors must sign in at secured areas.

Employees may be responsible to pay for the cost of replacing the lost or stolen items.

Replacement costs may be assessed as follows:

- ID Badges \$5.00
- Key Fob \$10.00
- Key Cards \$6.00
- Keys \$35.00 per key minimum up to \$100.00 maximum