

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	A. General
SUBJECT:	Key and Access Card Control
POLICY NUMBER:	A39
CROSS REFERENCE:	A36 Office and Department Moves A37 Space Utilization
NEW \ REVISED	
Administrative Services Committee	Academic Council
September 19, 2016	

POLICY STATEMENT

Key and access card control at Olds College enhances the safety and security of all students, staff and faculty. The implementation of these guidelines serves to protect our human assets, as well as, information and material assets.

SPECIFIC GUIDELINES

Each Department/School has administrative responsibility to act with due diligence in the management and control of the College buildings, grounds, and all other facilities. The authorization and issuance of keys and access cards by Departments/Schools is a serious management and fiscal responsibility. Each Department/School is responsible for ensuring that assigned College keys and/or access cards are issued to approved individuals and ensure the provision of a safe and secure environment for staff, faculty, students, and visitors to Olds College and all information and material assets.

Any issued keys and access cards by the Department/School remain the property of Olds College and may be recovered at any time. Failure to collect these keys/access cards will result in a Department/School replacement fee for each key/access card unaccounted for. Fees from keys/access cards that are unaccounted for may include the new lock(s) and installation, as well as, any associated costs with the issuance of new key(s)/access cards.

This policy applies to all Olds College staff, faculty, students and partners requesting and/or granted temporary keys and/or card access to the Olds Campus. Staff, faculty, students and partners requiring access to the Fashion Institute at Bow Valley Campus or the Apparel Innovation Center, must follow policies and/or regulations in place by these locations.

The release and recollection of keys and access cards is managed by Deans/Directors under the overall oversight of Campus Facilities. Authorized keys and access cards become the responsibility of individuals. Any individual involved with the unauthorized duplication, retention or usage of keys is in violation of this policy and are subject to disciplinary action determined by Human Resources.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

The Vice President, Student and Support Services in conjunction with the Director of Campus Facilities and Sustainability. This policy will be reviewed at least every five (5) years.

OLDS COLLEGE PROCEDURES

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SUBJECT AND POLICY NUMBER	A39 Key and Access Card Control
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NEW \ REVISED

Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
September 19, 2016		

Issuance

Staff/Faculty

- Keys and access cards may be requested for Staff and Faculty of Olds College for the duration of their employment at Olds College
- Requests for duplication of keys and access cards will not be approved without a Lost Key/Access Card Form being submitted
- In the case of office moves, a new key or access card will not be authorized until previous keys have been returned, or until Campus Facilities has received a new a Key/Access Card Request Form
- Upon the end of a staff or faculty's tenure at Olds College, keys and access cards must be returned directly to the appropriate Dean/Director. Human Resources will only accept Clearance Forms once key return has been signed off

Students

- Students are not generally issued keys or access cards
- In rare occurrences in which students require regular access to a building, or locked space without the supervision of an Olds College staff or faculty member, Deans/Directors will make a determination on a case by case basis and be responsible for the key/access card.
- Student keys and access cards will be authorized for a maximum period of one semester (4 month period) at a time
- At the end of each semester students must return keys and access cards to the appropriate Dean/Director

Partners

- Access required by others not employed, or attending Olds College must be approved by the Director, Campus Facilities & Sustainability
- These will be considered on a case by case basis with the utmost emphasis on risk to the institution

Processes

Obtaining a Key or Access Card

- Building and room keys/access cards must be requested by submitting a Key/Access Card Request Form
- Submission of a Key/Access Card Request Form must be submitted following an approved Office Move Request Form, if the move requires a key/access card change

- Upon approval of the key/access card request, the appropriate Dean/Director will release a key/access card to be used by the requesting staff, faculty, or student member only
- Each Department/School will be responsible for tracking distributed keys and will annually provide a key list to Campus Facilities (i.e. 20 DMP building keys in use by the School of Agribusiness, Land, and Fashion)
- Previous keys must be returned, before a new key will be issued
- IT will change building and/or room access on access cards upon authorization of Key/Access Card Request Forms

Returning a Key or Access Card

- Upon the end of an employment term (regardless of reason) for a staff or faculty member, keys and access cards must be returned directly to a supervisor. Human Resources will only accept Employee Exit Forms once key or access card return has been signed off
- Any lost keys or access cards that are found must be returned to the appropriate Dean/Director upon retrieval (or the Director of Campus Facilities if the appropriate Dean/Director is unknown)

Reporting a Lost Key or Access Card

- Lost building/room keys or access cards must be reported immediately using a Lost Key/Access Card Form
- Duplicate keys and access cards will not be issued to any individual without a Lost Key/Access Card Form being received
- If you lose a key or access card at a specific location, please contact the appropriate organization prior to reporting a lost key or access card

Lock Changes

- Lost keys, or a failure to account for keys, may require a change of lock for all compromised access points (doors)
- Costs including the costs of the new lock(s) and installation, as well as costs associated with the issuance of new key(s) will be charged back to the appropriate Department/School

Master Keys/Access Cards

- In the case of an existing master key or access card for buildings, an Administrative/Executive Assistant within each building on Campus will govern the master key or access card for that building
- The master key or access card will be available to be signed out during business hours and returned during the same business day
- The master key or access card cannot be signed out, outside of business hours
- Master keys and access cards will not be available for highly confidential areas, including Human Resources, Business Services, President and Vice President offices

Forms

- [Key and Access Card Request Form](#)
- [Lost Key/Access Card Form](#)