

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0571 (EFM)
Effective Date: 11-19-99
Person Responsible: Health and Safety Coordinator

Subject: Facility Keys/Fobs
Last Revision: 07-01-14

Approvals/Date: Melanie Stuchley Dana Burn 7/21/14
Superintendent, WCBDD Date Department Director Date
7/21/14

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| 1. ALL keys/fobs will be distributed by the Health and Safety Coordinator or designee. |
| 2. ALL keys/fobs will be directly issued to employees, after approval of Department Director. The Supervisor will contact (via email, phone, etc.) the Health and Safety Coordinator or designee to order keys/fobs for the employee. The Supervisor will provide form 03-ALL-ALL-0416 and a timeline of when keys/fobs can be picked up, to the employee. The supervisor will send the completed form to the Health and Safety Coordinator or designee. The original completed form will be kept on file in Human Resources. |
| 3. The Health and Safety Coordinator will keep a master key inventory and a document of all inventoried keys. |
| 4. Should keys/fobs be lost or misplaced, Supervisor or employee will write UIR, and UIR will then be forwarded to Department Director and Health and Safety Coordinator. To replace keys/fobs, you must follow steps 1 and 2. |
| 5. Upon termination or resignation, Supervisor must notify Human Resources via phone, immediately. Prior to transferring from one facility/position to another, it shall be the employees responsibility to return key(s)/fob(s) and completed form to the Health and Safety Coordinator or designee. |
| 6. At the exit conference Human Resources will request keys/fobs and have employee sign the original key/fob form. Human Resources will then return the keys/fobs to the Health and Safety Coordinator or designee. |
| 7. If keys/fobs are not returned at the exit conference or upon termination, Supervisor will be responsible to contact employee to obtain keys/fobs. |

Forms: 03-ALL-ALL-0416

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