

New Hires - Classified, Regular Faculty, Management

1. Key Request will be submitted via Facilities Work Order by Supervisor or designee.
2. Supervisors will be required to sign off on the key request.
3. Facilities will process the request.
4. Employees will pick up they key from the following:
San Luis Obispo - College Receptionist in the 8000 Building (SLO)
North County Campus - Dean, SSSP Office
5. Employees must sign a check-out form for the key.

Resignation/Retirement – Classified, Regular Faculty, Management

1. Human Resources will create an exit checklist that will need to be signed off by various departments.
2. Key return will go to the following:
San Luis Obispo - College Receptionist in the 8000 Building (SLO)
North County Campus - Dean, SSSP Office
3. One returned, the key will be turned over to Facilities.

Temporary Faculty

1. At the beginning of each semester, Facilities will deliver a bundle of keys (as approved by the Dean) to be distributed to temporary faculty.
2. The Division Assistants will be responsible for logging who checks out a key.
3. At the end of the semester, with a deadline set by the Dean, keys will need to be returned to the Division Assistant.
4. The Division Assistant will be responsible to notify facilities via email notifying that all keys have been returned by the deadline set by the Dean.
5. If no notification is sent or if the notification states that not all keys have been returned, no additional keys will be issued until all keys are accounted for.

**The cost of lost or stolen keys will be charged to the department.

**Employees who report lost or stolen keys twice will not be issued another key.