

Business and Noninstructional Operations

DISTRICT KEY POLICY

E 3515.7

KEY POLICY AGREEMENT

I, the undersigned, having read the KEY POLICY of the Pasadena Unified School District, and, as an employee of the District, agree to uphold the Key Policy as follows:

1. I will be personally and monetarily responsible for the loss of any key or keys assigned to me.
2. I will not duplicate or permit anyone else to duplicate any key or keys assigned to me, or borrow any fellow employee's keys for duplicating.
3. I will assume full responsibility for loss or damages resulting from lending any key listed on the key receipt.
4. In case of loss or theft of any listed keys, I will immediately notify the Principal or Administrator who issue the keys to me.
5. I will return all keys to the Principal or Administrator as part of year-end clearance (or when not further needed in performance of my duties), or in the event of termination of employment.
6. I understand that prior to paying for a replacement key, the key number must be submitted to the Lock Shop by the Administrator or Designee to identify the actual type of key being replaced to confirm the cost.
7. I agree to reimburse the Pasadena Unified School District for the loss of any key or keys listed below, in accordance with the following schedule:
 - ◇ Great, Great, Great Grandmaster Master Key \$2,500.00
 - ◇ Master Key \$500.00
 - ◇ Sub-Master Key \$250.00
 - ◇ Master Gate Key \$500.00
 - ◇ Individual School Site Gate Key \$150.00
 - ◇ Single lock \$100.00
(classroom/office/restroom/kitchen/auditorium etc.)
 - ◇ File cabinets, desks, district vehicles, lights, dispensers, etc. \$10.00
 - ◇ District Vehicles with transponders \$100.00

Business and Noninstructional Operations

DISTRICT KEY POLICY

E 3515.7

◇ Allen Wrench Key (panic bars) \$3.00

Your signature below indicates that you have read the KEY POLICY of the Pasadena Unified School District, and, as an employee of the District, agree to uphold the Key Policy

Employee Signature

Date _____

Business and Noninstructional Operations

DISTRICT KEY POLICY

E 3515.7

**PASADENA UNIFIED SCHOOL DISTRICT
KEY RECEIPT
"Appendix A"**

KEYS RECEIVED:

Key Number	Location	Date Received	Date Returned

KEYS RECEIVED BY:

(Print Name)

(Title)

(Signature)

KEYS ISSUED BY:

(Print Name)

(Title)

KEYS RETURNED TO:

_____ **Date:** _____
(Print Name)

(A copy of this receipt will be provided upon request)

Business and Noninstructional Operations

DISTRICT KEY POLICY

E 3515.7

**PASADENA UNIFIED SCHOOL DISTRICT
Maintenance & Operations Department
LOST OR MISSING KEY REPORT
“Appendix B”**

NAME OF KEY HOLDER _____

LOCATION _____

**PLEASE PAY AT ED CENTER CASHIER IN ACCOUNTING SERVICES
After payment:**

- 1) School or site location to generate work order with receipt number**
- 2) Write the work order number on the receipt and fax it to:**

Maintenance and Operations (626) 798-2964 (fax)

Attention: Data Control Clerk

LOST OR MISSING KEY

Key Number	Key Type	Cost

Business and Noninstructional Operations

DISTRICT KEY POLICY

E 3515.7

Key Level	Description	Eligibility to Carry
Great Grand Master	The highest key in the district. Will operate all groups of locks under different building masters.	Superintendent and Cabinet, Director of M&O, Field Service Coordinator, Grounds Maintenance Coordinator or as approved by the superintendent.
Grand Master	Building Grand Master will operate all subgroups of locks contained with-in one school location.	District Maintenance Workers, Site Administrators, Site Administrator's Secretary, Office Managers and custodial staff
Building Sub-Master	Sub-Master will operate in a designated section of a building.	Individuals authorized by the site administrator
Change Key	Change Key - will operate one lock, or two or more locks keyed alike.	Staff, upon approval of site administrator
Building-Entrance Key		Employees who must work other than normally scheduled hours may be temporarily issued a building-entrance key upon approval of the site administrator.
Gate Key	Will operate all pad lock or gates contained with-in one school location.	Site Administrators, Site Administrator's Secretary, Office Managers and custodial staff
Master Gate Key	Will operate all pad lock or gates contained with-in the district.	Superintendent and Cabinet, Director of M&O, District Maintenance Workers, Field Service Coordinator, Grounds Maintenance Coordinator or as approved by the superintendent.