

<b>Policy title</b> Keys to Campus Buildings	<b>Category</b> Human Resources
<b>Owner</b> Human Resources	<b>Approved by</b> Business and Human Resources Office

## Policy statement

All keys:

- Are requested by the appropriate building/office supervisor by email to mharder [at] nebrwesleyan.edu (mharder[at]nebrwesleyan[dot]edu) (Human Resource Office).
- Are made by the Maintenance Department after authorization by the Human Resource Office.
- Are distributed to the employee using the key by the Human Resource Office.
- Are turned into the Human Resource Office before terminating Nebraska Wesleyan University employment.

Questions about this policy and implementation procedures should be referred to the Human Resource Office.