

Policy title Keys to Campus Buildings	Category Human Resources
Owner Human Resources	Approved by 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.