

Security of Buildings and Grounds**Keys**

All keys used at a school sites and district facilities shall be the responsibility of the respective principal or site administrator. Requests for permanent issuance of keys shall be honored only in those instances where the employee regularly needs a key in order to carry out his/her normal duties necessitated by the position the employee holds. When need of a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately.

All site keys shall be issued through the office of the principal or site administrator. Each principal or administrator shall follow the established key control system and maintain a record of each key distributed. Employees to whom a key is issued shall be responsible for its safekeeping. The governing board prohibits the duplication of any district keys by non-maintenance personnel.

Keys are intended for district use only and keys shall be used only by authorized district employees and shall never be loaned to students or to non-employees.

Building master keys and sub-master keys will be issued at the discretion of the principal or site administrator to those employees with a need for such keys. Such employees might be administrators, directors, custodians, and maintenance personnel. The cost to replace a lost classroom key shall be no less than \$50.00. The cost to replace a master key shall be no greater than \$250.00.

Employees who work fewer than 12 months per year may, with permission of the site administrator, check out district equipment or keys for use during holidays and summer months. Employees shall leave a security deposit in the amount to be determined by the administrator. The security deposit will be refunded when the equipment or key loaned is returned.

Reviewed: August 13, 2001

**Morgan Hill Unified School District
Employee Checklist (New and Exit)**

<p>Morgan Hill Unified School District New Employee Checklist Name: _____ Site: _____ _____ Keys issued: _____ _____ _____ _____ Security Code Issued: _____ _____ Cellular phone: (408) _____ _____ Pager: _____ _____ Laptop: _____ Computer # _____ _____ Radio: _____ _____ Employee Benefit Information _____ Employee Handbook _____ Job Description _____ Collective Bargaining Agreement _____ Salary Schedule _____ Offer of Employment _____ Contract _____ Palm Pilot _____ Grade Level Standards Binders _____ Classroom Literature Collections _____ Software Collection _____ Grade Book _____ Lesson Plan Book</p>	<p>Morgan Hill Unified School District Employee Exit Checklist</p> <p>Return the following items directly to your immediate administrator by the last day of employment. If your work site is closed, please return all items highlighted to the Human Resources Office.</p> <p>_____ Separation form</p> <p>_____ Keys</p> <p>_____ Security Code</p> <p>_____ Cellular phone</p> <p>_____ Laptop (Computer # _____)</p> <p>_____ Radio/CD Player</p> <p>_____ Employee handbook</p> <p>_____ Palm Pilot</p> <p>_____ Change of address form</p> <p>_____ Pager</p> <p>_____ Literature Collection (School Funded)</p> <p>_____ Software Collection</p> <p>_____ Grade Book (most recent)</p> <p>_____ Lesson Plans (most recent)</p> <p>_____ Summer phone number for finalizing retention issues</p> <p>_____/_____ Employee Signature Date</p> <p>_____/_____ Administrator's Signature Date</p>
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