



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.

Last revised date March 7, 2009