

**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 (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: March 7, 2009