



Policy title	Category
Keys to Campus Buildings	Human Resources
Owner	Approved by
Human Resources	Business and Human Resources Office

Policy statement

All keys:

- Are requested by the appropriate building/office supervisor by email to mharter [at] nebrwesleyan.edu (mharter[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.

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