

### New Hires - Management, Supervisor, Full-Time Faculty, and Classified Staff

1. Key Request will be submitted via Work Order Key Request Form by Supervisor or designee.
2. Supervisors and designee will be required to sign off on the key request form.
3. Facilities will process the request.
4. Employees will pick up they key from the following:  
San Luis Obispo - College Receptionist in the 8000 Building (SLO)  
North County Campus - Dean, SSSP Office
5. Employees will sign and acknowledge that they are responsible for the key.

### Resignation/Retirement – Management, Supervisor, Full-Time Faculty, and Classified Staff

1. Human Resources will create an exit checklist that will need to be signed off by various departments.
2. Key return will go to the following:  
San Luis Obispo - College Receptionist in the 8000 Building (SLO)  
North County Campus - Dean, SSSP Office
3. One returned, the key will be turned over to Facilities.

### Part Time Faculty and Temporary Faculty

1. Facilities will deliver a bundle of keys to Department/Division Assistants (as approved by the Dean) to be distributed to Part Time Faculty and/or Temporary Faculty.
2. The Division Assistants will be responsible for logging who checks out a key.
3. At the end of the semester for Temporary Faculty, with a deadline set by the Dean, keys will need to be returned to the Division Assistant.
4. Part Time Faculty who teach consecutive years may hold on to there keys. This is a case by case basis. Determined per Department/Division Assistant and Chair.
5. The Division Assistant will be responsible to notify facilities via email notifying that all keys have been returned by the deadline set by the Dean.
6. If no notification is sent or if the notification states that not all keys have been returned, no additional keys will be issued until all keys are accounted for.

\*\*The cost of lost or stolen keys will be charged to the department.

\*\*Employees who report lost or stolen keys twice will not be issued another key.