




Department: Administration Number: HHS-1104-A

Attachments: _____

Policy: Key Card Access

Date: November 28, 2012 Revised: _____

Approved by:  Date: 10/31/13

POLICY STATEMENT:

All employees will be assured access to their workspace. As card key holders, individuals will assume responsibility for the safekeeping and eventual return of access card keys.

PURPOSE:

PROCEDURE/RESPONSIBILITY

Access cards are issued to employees and should never be lent or given to anyone else to use. The card access system logs via computer each time a card is presented for access as well as a picture of staff accessing areas. Lending or giving an access card to someone other than the authorized user may result in that access card being disabled and the user's card access privileges revoked.

Access cards are only for use in authorized locations which have been determined by Administration. Failure to abide by the locations authorized may result in access card being disabled with no advanced notice. Logs are reviewed to ensure no unauthorized locations are being accessed by employees.

It is the responsibility of the employee issued the card to **immediately** notify the Administration department of a lost/stolen card. In the event the card is lost or stolen, the card will be immediately disabled. The employee will be charged a \$10.00 fee to replace a lost or stolen access card.

All cards (identification, proximity and access) issued by the Mille Lacs Band of Ojibwe Health and Human Services are the property of the HHS. Upon termination of employment from Health and Human Services, cards **shall** be returned to the Administration department immediately. Failure to turn in a card may result in an employee being charged for a lost card which will be deducted from their final paycheck.