

KEY & FOB CONTROL

Background

Ensuring the security of Division facilities is a concern and a responsibility of the Division.

The Division recognizes that the distribution of keys and FOBS for its facilities needs to be carefully monitored and tracked in collaboration between Operations and Maintenance, the Division's site supervisors (principals and managers) or their designates and Human Resource Services.

NOTE: FOBs/Keys should not be on a "school branded" lanyard, as it poses a risk of theft or damage of property if the FOB/key is lost or stolen.

Procedures - Fobs

1. The employee will be issued a fob by the Human Resource Services team upon hiring. A record of receiving the fob along with an acknowledgement of responsibility for Division Property form will be signed and kept in the personnel file. This fob is assigned to the employee for the duration of their employment.
2. When the employee arrives at their assigned work site(s), they will be briefed by the Site Supervisor (principal or manager) on:
 - a) the use of fobs;
 - b) codes for arming/disarming the security system;
 - c) what to do if arming/ disarming issues arise;
 - d) interior classroom keys (hard keys);
 - e) sign in and out procedures (outside of regular school days and times.)
3. The Site Supervisor (principal or manager) (or designate) will advise Operations and Maintenance via Asset Planner (service request) following those established protocols, to activate the fob for their site. In the case of an employee requiring access to multiple sites, each site will advise Operations and Maintenance using the same protocols.
4. **Lost** fobs will be reported immediately to the Site Supervisor (principal or manager), who will inform Operations and Maintenance by calling 780-939-7768. An email will be submitted by the Division Site Supervisor to HR requesting a new fob. A new fob will be issued by Human Resource Services. Once the new fob has been received by the employee, a service request for activation will need to be submitted through Asset Planner.

5. If a fob is **broken**, the fob will be sent into Operations and Maintenance for disposal. A request for a replacement fob will be emailed to Human Resource Services. Once the new fob has been received by the employee, a service request for activation will need to be submitted through Asset Planner.
6. When an employee **transfers** to another site, they will **retain** their fob. A service request (entered in Asset Planner) from the receiving school to add access will be made to Operation and Maintenance. At this point, access to the old site will be terminated
7. When **access to an additional site** is required, the new site will have to send in a service request to have access added.
8. When an employee **leaves** the Division, the site supervisor will collect all keys and fobs from the employee prior to their final day. Fobs will be returned by the site supervisors to Human Resource Services in an envelope with the staff members name. Interior keys to be retained at the school.
9. During the **summer break**, all key fobs will be deactivated for most of July and the first weeks of August. Each spring, Operations and Maintenance will email a Summer Hours Memo to all staff, clarifying when schools are closed to school based staff. Fobs assigned to the Division Site Supervisors, 12-month staff (such as Division Services Centre, Division Site Supervisors, Operations and Maintenance and LTS) and custodial contractors will remain active during this time.

Exceptions can be requested by the Division Site Supervisor. This request will be placed by creating a service request using Asset Planner. Such exceptions will be granted on an individual basis for such things as summer school staff or other summer programming.

Procedures – Interior Keys

Discretion should be used in issuing interior keys. Permanent, full time staff will require keys, however some temporary, part-time staff (such as lunch hour supervisor) may not.

1. Classroom Interior Keys
 - 1.1. The Division Site Supervisor will request a set of classroom keys using the Asset Planner. These key are to be maintained in a secured location on site.
 - 1.2. When a key is issued by the Division Site Supervisor or their designate, it will be recorded and tracked in a spreadsheet.
 - 1.3. When an employee transfers or leaves the Division, the key will be returned to the Division Site Supervisor or designate, and recorded.
2. Master Interior Keys
 - 2.1. Interior Master Keys should be issued to key site personnel at the discretion of the Division Site Supervisors (Principal and Vice Principal).

- 2.2. Some of the key site personnel would include administration staff, Hour Zero commanders, Phys. Ed. And CTS staff. Custodians will have their keys issued by Operations and Maintenance Facility.
- 2.3. When an employee transfers or leaves the Division, the key will be returned to the Division Site Supervisor or designate, and recorded.

3. Exterior Keys

- 3.1. Exterior Master Keys (known as M5's) will be issued ONLY to Division Site Supervisors (Principal and Vice Principal).
- 3.2. A request will be made to Operations and Maintenance using Asset Planner to have these keys delivered to the site.
- 3.3. When a Division Site Supervisor transfers or leaves the Division, these keys will be returned to Operation and Maintenance for tracking and re-issue to the new Site Supervisor.