

**I.**



leaving employment or at the end of the individual's need for a key.

12. A key charge and re-core if needed will be charged to the department for keys not returned to Facilities Management and Planning. Departments may, in turn, request that the Payroll Office deduct this charge from the employee's final paycheck if key(s) are not returned by the end of the employee's employment.
13. Requests to rekey at a residence hall room because of the loss of a key will be done, using a temporary rekey, the same day, due to concerns for safety of the resident. The temporary rekey will be replaced when time permits.

### III. PROCESS OVERVIEW

A. The Office of Campus Safety is responsible for oversight of University security programs, and for performing security assessments, including review and approval of security access requests.

1. Access cards (also referred to as C-Cure Cards or Pioneer ID cards), are

