

Key Deposit Policy Change

TO: All Departments
FROM: Facilities Services Access, Lock and Key
DATE: January 13, 2014
RE: Change in Key Deposit Policy

Introduction: Effective immediately, Facilities Services Access, Lock and Key (The Key Shop) will discontinue requiring deposits for the issuance of keys. Departments will continue to be responsible for the return of all keys and access cards from their exiting staff members. The returning of these keys and access cards to the key shop is best managed through the use of OSU's [departmental termination checklist](#). A list of keys issued to an individual is available upon request to aid the department in this process. Including a current mailing address of the staff member when returning their keys/access cards will assist the Cashier's Department with issuing any deposit reimbursements the staff may be eligible for by mailing a check to them.

Background: The goal of Access, Lock and Key is to partner with Departments in maintaining the security of all our buildings and spaces. Historically, a key deposit has been required for an individual to get a key or access card, however, this deposit has not been effective in guaranteeing key/access card returns. It has come to our attention that there is a problem with individuals who are no longer authorized to have access, yet fail to return their keys and access cards.

This policy change is intended to rectify this problem and to provide a means of closing the communication loop, so that Departments can be confident that their areas are secured at the level they determine necessary. There are a number of reasons this policy change has been necessary:

1. Multi-decade data tells us that the reimbursement of deposits is not a significant motivator for individuals to return their keys, regardless of the amount of the deposit.
2. There is and has been no process in place for Access, Lock and Key to be notified that an employee will be returning their keys, and thus no method for Access, Lock and Key to know when to notify a department that their keys were not returned. This creates an unacceptable security risk to the department and the campus.
3. The SEIU contract contains language that allows classified personnel to have key deposits waived and have the amount only deducted from their final paycheck from OSU should they fail to return the keys issued to them. There is no process in place to notify payroll that a waived key deposit needs to be deducted from a final paycheck, nor the amount to be deducted.

As a campus, we need to work collaboratively and communicate effectively to maintain efficient control and access to our individual spaces. This includes being aware of all persons who hold key and access cards and having a viable process in place to retrieve all keys and access cards, when necessary.

This policy change will benefit departments and the campus, in that a department is immediately made aware of any key to their space that has not been returned and subsequently can make an informed decision on whether or not further measures should be taken to ensure the security of their space.

Note: Upon Request, Access, Lock and Key can and will provide a list of an individual's issued keys prior to the exit process, to aid in the retrieval of keys, as well as a report of all key holders for the Department's space as needed.

Keys issued under the previous deposit policy may not be returned for the deposit reimbursement unless the key is no longer needed by the original holder.

There is a Key/Card Access FAQ available online and can be found on [***Facilities Services Access, Lock & Key Website.***](#)

- OSU Termination checklists (both employee and departmental) can be found here <https://oscar.oregonstate.edu/> under the Terminations link on the menu on the left of the page.
- Facilities Services Access, Lock and Key website: <http://oregonstate.edu/facilities/key/>