

Alarm Codes, Keys, Key Fobs, and Passwords Acknowledgement

Alarm codes, keys, key fobs, and passwords are provided to full-time employees, part-time employees, and cleaners in order to enter the library building, and perform a variety of job tasks. Alarm codes, keys, key fobs, and passwords are unique to each employee, and will be provided by an employee's direct supervisor, or the IT manager. Outside of an employee's direct supervisor and the IT manager, alarm codes, keys, key fobs, and passwords are not to be shared with anyone, internally or externally.

_____ I understand and acknowledge that I am not to share my alarm code, keys, key fob, or passwords with anyone outside of my direct supervisor and the IT manager.

_____ I understand and acknowledge that I am only to use my alarm code, keys, key fob or passwords.

_____ I understand and acknowledge that sharing my alarm code, keys, key fob, or passwords or using someone else's alarm code, keys, key fob or passwords is grounds for immediate termination.

_____ I understand and acknowledge that if I lose a key or key fob, I am to notify my immediately supervisor immediately and that I am responsible to pay the cost of having the appropriate locks re-keyed, and replacement costs.

_____ I understand and acknowledge that at the end of my employment, my keys, and key fob must be returned to my direct supervisor before my last paycheck can be released. If I fail to return my keys within 30 days of the end of my employment, I am responsible to pay the cost of having the appropriate locks re-keyed and the cost of replacement keys. If I fail to return my key fob within 30 days of the end of my employment, I am responsible to pay a \$75.00 replacement fee. Any and all costs will be deducted from my final paycheck.

_____ I understand and acknowledge that it is my responsibility to remember alarm codes and passwords. If I cannot remember an alarm code or password, it is my responsibility to notify my immediate supervisor immediately.

_____ I understand and acknowledge that repeated requests for my alarm code or password may be grounds for discipline, up to and including termination.

_____ I understand that if I need additional information, or if there is anything that I do not understand about this form, I should contact my immediate supervisor or the Administrative Services Librarian.

Employee Signature _____ Date _____

Library Manager _____ Date _____