

POLICY COMMUNICATIONS REPORT (PCR)

DATE: September 16, 2009

TITLE: Issuance of Keys

CODING: 00-01-10-80:20

CATEGORY: (*check box*)     Board of Trustees     Presidential

**Check one of the following actions:**

New                       Revised (Substantive)                       Revised (Non-Substantive)  
 Rescinded                       Reclassed

Date of Action: September 16, 2009

**Purpose of Policy:**

To establish the policy and procedure for issuing keys for UMDNJ owned or leased facilities.

**Motivation for Revision:**

Changes to language to improve clarity and reflect actual practice.

**Highlights:**

- Change in title for Vice President for Administration to Senior Vice President for Administration
- Added Executive Vice President and Senior Vice Presidents to list who may request issuance of exterior keys to Director level and above.
- Added Public safety personnel to those who may be issued exterior door keys.
- Deposit refund shall be through biweekly payroll check/direct deposit as a non-taxable reimbursement
- Extended issuance of keys by Public Safety from 5 to 10 working days
- Need written permission for picking up keys for others.

**Review/Approval Process**

Policy was reviewed by Public Safety and approved by the Locksmith Manager.