

 <p>Category: Access/Parking</p> <p>Applicable for: Faculty & Staff</p>	<p><i>Procedure/Guideline Title:</i></p> <p>Replacement Charges for Lost Keys, Key Cards & Parking Hangers</p> <p>Effective Date: 05.25.2018</p> <p>Prior Effective Date:</p> <p>Enabling Act: Key Issuance Policy, 1.10.3, University of Cincinnati</p>	<p><i>Number:</i></p> <p>034.FS.107</p> <p>Owner: Facility Services/Business Office</p> <p>Responsible Office(s): Facility Services/Business Office</p>
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Background

This procedure has been developed to support University Policy, 1.10.3, Key Issuance, and clarify the process and responsibility for replacement of a lost key(s), photo id, key card and/or parking hanger.

Procedure

UC Clermont employees are typically provided four access/security related items upon their first day of employment. These are initially given free of charge and include;

- Office/Area key(s)
- Photo ID
- Key Card for access to classrooms/labs
- Personal Parking Hanger
 1. Display inside employee's vehicle, for use on the UC Clermont campus(es).
 2. Please visit <http://www.uc.edu/parking/permits.html> to view locations on the uptown campus where UC Clermont faculty/staff may display their parking hanger and park for free.
 3. UC Clermont faculty/staff may display their parking hanger while on the UC Blue Ash campus and park for free in designated lots. Please note, UC Clermont students are not permitted to park in UCBA lots without a UCBA approved sticker.

The college has approved a local policy that states that the individual holder of a key/key card/parking hanger is responsible for paying for a replacement when it is lost.

****This does not apply when the item is simply worn out, damaged or in the case of a key or key card, stops working properly.**

Steps required for replacement of a lost item:

- Office/Area key – Per the University Key Issuance policy there is a **\$20 per key** charge.
 1. Notify Facility Services at 732.5274 or visit Edith Peters-Jones Bldg, Suite 9, to alert them that a key(s) has been lost.
 2. Visit the Business Office, EPJ Bldg, Suite 106 and provide payment for replacement key(s).
 3. Take the receipt for key payment to Edith Peters-Jones Bldg, Suite 9, and you will be issued a replacement key as quickly as possible.

- Key Card – Replacement key cards are provided at a cost of **\$5 per card**.
 1. Visit the Business Office, EPJ Bldg, Suite 106 and provide payment for replacement key card.
 2. Take the receipt for card payment to Public Safety, Snyder Bldg, S170. They will disable the lost key card and you will be issued a replacement key card.

- Parking Hanger – Replacement hangers/tags are provided at a cost of **\$5 each**
 1. Visit the Business Office, EPJ Bldg, Suite 106 and provide payment for replacement parking hanger.
 2. You will be issued a replacement parking hanger.

- Employee ID – Replacement Photo IDs are provided at a cost of **\$20 per card**.
 1. Visit the Business Office, EPJ Bldg, Suite 106 and provide payment for the replacement photo ID.
 2. Take the receipt for card payment to Public Safety, Snyder Bldg, S170. They will issue a replacement photo ID.

Separation of Employment

Per University Policy 2.7.1, employees separating or retiring from the university are required to complete the exit interview process in Human Resources and return any tools, equipment, keys, etc. signed out in their name.

Due to the nature of their job, some employees are assigned a Master and/or Exterior door key. Because of the high level of security that is connected with these special keys, if an employee leaves the University or their employment is terminated and they do NOT return these issued key(s) there may be a delay in their final pay check.

General

All employees are asked to be mindful of the responsibility you have using any of these University items. Lost keys in particular create security challenges and given the access level of the key may require large scale lock system replacements.

Contacts

Business Office	513.732.5226
Facility Services	513.732.5274
Public Safety	513.558.1111

History