

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

A. All Employees

5055 Keys

Keys are issued to those employees whose duties require their use and with the written approval of an administrative officer. Possession of a key charges an employee with the responsibility for the care and protection of College property.

Keys shall not be duplicated or loaned to other persons.

Keys are to be returned when there is no longer a need by the employee or when the employee leaves the District.

The loss of keys is to be reported immediately to the Department Head and the Administrative Dean of Business Services.

Adopted: May 10, 1989.