



# WESTPORT COMMUNITY SCHOOLS

## Office of Human Resources

10/10/2013

### Key and ID Access Cards District Procedure

All employees will be issued an ID card for identification and building access purposes. Access times and security levels will be assigned by administration based on each staff members need for access to the facility. All staff are encouraged to utilize one of the pre-defined access doors for building entry. These cards will be issued through Human Resources. Key control access will still be maintained by having all staff sign for any keys they may be issued for access to doors not equipped with card readers through the Supervisor of Facilities and Custodians.

#### ACCESS DOORS

Westport High School  
Gym Entrance  
West Door

Westport Elementary School  
Loading Dock  
North Door

Westport Middle School  
Gym Door

Macomber Primary School  
Front Door

Any lost or stolen ID cards or metal keys **MUST** be reported to Human Resources **IMMEDIATELY**. ID cards will then be deactivated and flagged in the system.

**In the event of lost or stolen ID cards the following fee schedule will be accessed:**

First Offense – Replaced at no charge

Second Offense - \$5.00 fee payable to Town of Westport to replace card and reprogram system

Third Offense - \$15.00 fee payable to Town of Westport to replace card and reprogram system as well as a meeting with the Superintendent of Schools

At the completion of each school year or upon termination of employment at Westport Community Schools, ID cards **MUST** be turned into your building executive secretary. District employees must turn in ID cards to Human Resources.

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I, \_\_\_\_\_ understand that I will am being issued an Identification Card, card number \_\_\_\_\_, which grants me access to my building(s). I agree that if the ID is lost or stolen I will report it immediately to Human Resources so the card may be deactivated and reissued. I also understand that if I lose my ID card two or more times I will be accessed a fee for replacement costs. I also agree to return my ID card at the completion of each school year or upon termination of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date