



Employee Key Agreement

- I, the undersigned, acknowledge receipt of the key(s) designated. I agree not to loan, transfer, give possession of, misuse, modify or alter the keys. I further agree not to cause, allow or contribute to making of any unauthorized copies.
- I understand and agree that violation of this agreement may render me responsible for:
 1. Lost or stolen key replacement: The responsible individual must pay a non-waiveable lost key fee of \$10.00 per individual key.
 2. Expense of a relock for the affected areas.

I agree to read the **Key and Lock Policy # 3-42** located on the RMCHCS Intranet Home Page Under Policy Stat no: 171477. If I do not have access to this policy, please contact Plant Operations Department for a copy.

PLEASE COMPLETE:

Employee Name: _____
Employee ID Number: _____
Department Name: _____
Title: _____
Note: _____

Issuance of Key(s):

Key _____ Issued: _____

Key _____ Issued: _____

Key _____ Issued: _____

Printed Name: _____

Signature: _____

Date: _____

BEST KEY ENTRY: _____

3/13/09