

YUROK INDIAN HOUSING AUTHORITY



KEY POLICY

I. INTRODUCTION

The Yurok Indian Housing Authority has three key boxes.

- Box number one houses the YIHA's vehicle, equipment and specific YIHA building keys (no entrance keys).
- Box number two houses all YIHA rental unit keys.
- Box three houses all mutual help unit keys.

All boxes are located in the Maintenance office. The purpose of this policy is to ensure safekeeping and accountability of all YIHA keys as well as instituting a proper procedure to be followed by all YIHA staff.

II. POLICY

Keys are to be checked out by authorized YIHA staff only. All key boxes are to be closed and locked at the end of the business day. The Maintenance Manager and ED shall have access to keys for key boxes. The ED can authorize in writing, any personnel to have access to any key box. Unit key boxes are to be unlocked only when signing out or returning a unit key. During normal working hours, vehicle and equipment key box may remain unlocked. Any YIHA staff checking out keys must follow proper procedure.

III. PROCEDURE

When checking out a key, a sign out sheet must be filled out completely. This will include employee name, key number, date, time, destination and purpose. Return date and time must be completed when key(s) are returned. All keys should be checked in by the end of business each day and verified by Maintenance Manager. Staff should not keep keys overnight unless absolutely necessary and only with prior approval from the Maintenance Manager. In case of emergency, the employee shall make every effort to notify the Maintenance Manager.

IV. YIHA BUILDING AND SHOP KEYS

YIHA office and shop keys should be limited to authorized personnel. Only YIHA staff deemed necessary to keep YIHA office and/or shop keys on their person should have these keys. YIHA staff who are allowed office and/or shop keys must first sign these keys out with the Maintenance Manager and have a copy of signed responsibility put in employee's file.

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Failure to follow these policies and procedures shall result in disciplinary action. Employees shall not loan keys out. To do so will result in disciplinary action up to and including termination.

C*E*R*T*F*I*C*A*T*I*O*N

This is to certify the Key Policy of the Yurok Indian Housing Authority was approved at a duly called meeting of the Board of Commissioners on April 13, 2009 at which a quorum was present and the Key Policy was adopted by a vote of 6 For, 0 Opposed, and 0 Abstentions.

Wanda Green, Chairperson

Yurok Indian Housing Authority Board of Commissioners

ATTEST:

Sherri Reece, Secretary

Yurok Indian Housing Authority Board of Commissioners