

Personnel

Series 400

Policy Title Access to Buildings

Code No. 405.10

Keys/keycards to exterior doors shall be issued to building administrators and staff members who in the judgment of the administrator has responsibilities which require him or her to use the building outside of contract hours.

In the event of a special need, district employees may be temporarily issued keys/keycards from the building administrator. It is understood that staff members will be held responsible for leaving the building locked with all utilities and appliances off.

No one should be allowed to use the pool areas at any time without permission and without a licensed lifeguard in attendance.

Adopted: Fall 1969

Legal Reference: (Code of Iowa)

Reviewed: April 7, 2008  
April 1, 2013

Amended: April 7, 2008  
April 15, 2013  
May 15, 2017

Cross Reference: