



Name: _____ Date: _____

(Please Print)

Assigned Classroom or Office number: _____

Access Card no: _____ Key(s): _____

EMPLOYEE KEY/ACCESS CARD AUTHORIZATION FORM/RECEIPT AUXILIARY

Campus Employed (Please Circle All That Apply)

Ag Building	Auditorium	Caddo Grove	Central Office	DAEP/NOC	Elder
Field House	GT/Technology	Joshua High	Joshua 9th Grade	Joshua Library	Loflin Middle
New Horizon	North Joshua	Owl Stadium	PE Facility	Plum Creek	ROTC
Service Center	Staples				

Job Title (Please Circle)

Administrator	Secretary	Club Excel	Lunch Monitor
Custodian	Maintenance	Director	Food Service
Grounds	Other: _____		

ACCESS TIMES DURING THE SCHOOL YEAR ARE HEREBY ESTABLISHED AS:

	<u>Weekday</u>	<u>Saturday</u>	<u>Sunday</u>
Elementary Custodial	6:00am-6:30pm M-F	As needed only	As needed only
Secondary Custodial	6:00am-10:30pm M-F	As needed only	As needed only
Maintenance and Grounds	6:00am-6:30pm M-F	As needed only	As needed only

No access will be given before or after the designated times unless approved by administration. Any activities scheduled before or after school hours require a facilities request.

I agree to the following JISD Key/Access card Control guidelines:

- 1 Lost or stolen key(s)/access card: must inform the Director of Operations, JISD Access/Security Department and campus/facility administrator immediately to ensure against any compromise in security and safety. Notification should be made by telephone, e-mail or in person.
- 2 Pay JISD Access/Security Department the \$10 replacement fee for each lost key first occurrence and pay \$30 for each key for any additional occurrence. If the key becomes inoperable, JISD will replace the key at no additional charge.
- 3 Pay JISD Access/Security Department the \$20 replacement fee for the first lost access card and pay \$50 for each additional replacement access card. If the card becomes inoperable, JISD will replace the card at no additional charge.
- 4 Wear my Access card ID Badge so that it is clearly visible on the upper torso while on duty on or off JISD property.
- 5 Badge in every time I enter a building. No tailgating is allowed
- 6 Return all issued key(s)/access card to JISD Human Resource Department upon the termination of my employment with JISD.

Exceptions may be made if wearing the badge creates a hazard to personnel safety.

The Joshua Independent School District has provided me with the following:

Key(s) and one Access card complete with photo identification to access my designated area with protective cover.

Human Resource Designee Signature

Campus/Facility Administrator Signature

Employee Signature

JISD Access/Security Department Designee