

KEYS AND SECURITY

Normally, employees have access to the Chicago campus building at all times, and there is 24-hour security, 7 days a week. Access to most areas is by coded lock which does not require the use of a key; however, keys will be issued to all employees who need them in order to perform their duties and to safeguard their files and other materials. All full time employees will be issued a picture ID, which grants access. Employees should report to the Human Resources office to obtain an ID.

All employees who are issued badges will assume responsibility for their safekeeping and must, upon termination or resignation, turn in all keys before a final pay check will be issued. All requests for keys should be made to the Human Resources office. Employees are not permitted to make, or to have made, copies of office and filing cabinet keys.