

Master Key Policy

Falmouth Housing Authority (“FHA”) has a commitment to ensuring the safety of employees and the individuals FHA serves. In furtherance of this commitment to safety, FHA limits access to facilities, offices, and homes. FHA recognizes that employees in the Maintenance Department, due to the nature of their position with FHA, must have access to all or some facilities, offices, and homes. Employees within the Maintenance Department may be issued a “Master Key” (“Key”) to perform their role. Keys will be distributed at the beginning of each shift, as needed.

FHA will evaluate whether an employee requires a Key upon the start of every workday and will only issue a Key where job duties or responsibilities require such access. Should an employee determine they require a Key in the course of performing their duties, they should contact the Maintenance Superintendent (or Executive Director or her designee in his absence) to be issued a Key appropriately.

With the exception of the on-call employee (detailed below), all Keys must be returned to the Maintenance Superintendent (or Executive Director or her designee in his absence) at the end of the workday. No Key shall be transferred from one employee to another without being returned to the Maintenance Superintendent (or Executive Director or her designee in his absence) for appropriate re-issue. All Keys must remain in the possession of the employee to whom the Key is issued to until the Key is returned to the Maintenance Superintendent (or Executive Director or her designee in his absence) in accordance with this policy.

Each employee issued a Key will be required to “sign out” the key by accurately documenting the time they received the Key and the time they returned the Key to the Office. This process will be coordinated by the Maintenance Superintendent (or Executive Director or her designee in his absence).

An on-call employee may retain the Keys issued to them for the duration of their period of on-call service. The on-call employee is expected to return the Keys to the Maintenance Superintendent (or Executive Director or her designee in his absence) at the start of their first shift immediately following their period of on-call service. In the event that an on-call employee has a scheduled day off or there is a holiday that falls on the day immediately after the period of on-call service, that employee would not need to drop the Keys off on a day off but shall wait until the next day on which the employee reports to work. If there is a more urgent need for that particular set of master keys, FHA will send someone on duty to pick the Keys up from the off-duty employee.

Lost or stolen Keys must be reported to FHA management as soon as possible and will require an incident report to be completed.

All items within this policy shall be subject Sections 3.2 and 3.3 of the collective bargaining agreement, as such employees may be disciplined for failing to adhere to this policy.

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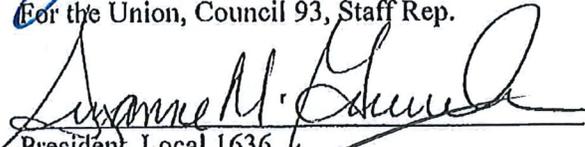
Adopted by a vote of the Falmouth Housing Authority and approval of the Union
(AFSCME Council 93 and Local 1636).

 3/28/25

For the Union, Council 93, Staff Rep.



For FHA



President, Local 1636



Steward



Steward

Effective 3/5/2025