

ANTRIM COUNTY
KEY RETURN POLICY
Policy # 1994-2

Any Antrim County employee on layoff, on an extended leave of absence, or whose relationship with the County has been permanently terminated shall return all County facility keys to their supervisor within three (3) days of the commencement of said layoff, leave of absence or termination.

The Supervisor of each department shall give all extra keys to the Custodial/Maintenance Supervisor. The Custodial/Maintenance Supervisor shall keep a log of all keys issued and returned.