

Ottawa Elementary School District 141

Security FOB Receipt

FOB Receipt:

After reading the below information pertaining to the district’s security FOB system, please sign on the below lines.

1. Ottawa Elementary Employee FOBs will be issued to all employees who sign this agreement.
2. The FOB shall serve as a security access device, which will allow the employee access to designated buildings, and facilities depending on the employee’s department, position, or requirements.
3. All Ottawa Elementary full-time and part-time employees will be required to have their school issued FOB in their possession at all times while on school property.
4. If an employee transfers or is reassigned from one school to another, such access may be modified depending on the access requirements of the employee’s new position.
5. Each employee is responsible for their FOB and pin number. FOBs and pin numbers shall not be given to anyone other than the person it is assigned.
6. If the FOB is lost, the employee must contact the Superintendent by email and phone within a 12 hour time frame. There will be a **\$10.00** charge for lost FOBs.
7. Defacing of FOBS: The employee is responsible for the cost of a FOB if it is purposely defaced or damaged. The cost is **\$10.00**.
8. If an employee ceases employment with the Ottawa Elementary School District, they are to submit their FOB to the building principal. The employee will receive a letter stating the FOB was submitted with the building principal’s signature. A copy of the letter will be placed in the employee’s personnel file.

I acknowledge the above statements by signing below. After signing, the FOB will be issued to the employee.

Employee’s Name (print)

Date

Employee’s Name (signature)

Date