

### Fob/Key Employee Agreement

This fob/key is the property of Monterey County Office of Education ( MCOE). By signing for this fob/key you agree:

1. To immediately report if this fob/key is lost or stolen to your department head.
2. NOT to duplicate and distribute to others.
3. NOT to loan your fob/key to anyone else.

**NOTE:**

*\*You are to turn in your fob/key to your department head in the event you are no longer working with MCOE.*

*\*Misuse of the fob/key shall result in deactivation, and M.C.O.E. will pursue the matter with law enforcement. Employees misusing their fob/key will be subject to disciplinary action up to and including dismissal.*

I agree to the above policy and have been given a fob/key for my personal access to MCOE building and offices by my Department Head.

Name/Department: \_\_\_\_\_  
Print Name

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOB#: \_\_\_\_\_

KEY#: \_\_\_\_\_