



Employee Key Fob and Time Clock Card Agreement

Employee Name: _____

Key Fob #: _____

Time Clock Card #: _____

There is no key fob or time clock card charge or deposit required from employees. However, should a key fob or time clock card be lost and another required by the employee, a replacement fee will be deducted out of the employee's paycheck.

Replacement Fee for Key Fob: \$15

Replacement Fee for Time Clock Card: \$25

Also, should the employee's employment terminate for any reason, the key fob and time clock card must be returned to the Center. If they are not returned, the fees will be deducted out of the employee's final paycheck.