

## Faculty/Staff ID Cards

**Original Implementation:** Unpublished

**Last Revision:** January 26, 2016

Benefits eligible employees are entitled to a faculty/staff identification card. Employees wishing to use certain university facilities may be required to show a current faculty/staff identification card.

Employees wishing to obtain an ID card should follow this procedure:

1. Complete a "Request for Staff/Faculty ID Card" form in human resources.
2. After human resources verifies employment, the employee presents the verified request form to the card services office in the student center to have the ID card produced.

The initial faculty/staff ID card is free. The fee for replacement cards is \$10, charged to the employee's account and payable at the business office in the Austin Building.

ID cards should be validated annually in the card services office in the student center.

Separating employees are required to return ID cards during the checkout process.

Retired faculty/staff are also entitled to an ID card using the same process as outlined above.

**Cross Reference:** None

**Responsible for Implementation:** Vice President for University Affairs

**Contact for Revision:** Director of Student Services

**Forms:** Request for Staff/Faculty ID Card (available in Human Resources)

**Board Committee Assignment:** Academic and Student Affairs