

900.1 Identification Cards

Identification cards are issued by the university to all regular employees. This card is required if an employee wishes to take advantage of library, athletic/recreational privileges, and other employee benefits.

900.1.a Facilities Management Identification Cards

Facilities Management employees are issued a photo identification as a means to identify our personnel to clients. Employees who are routinely required to enter University buildings to perform job responsibilities are required to have in their possession photo identification while performing work in campus buildings.

The personnel identification is beneficial to:

1. Aid in achieving a higher level of security within the University buildings by providing a means of identifying personnel as members of the Facilities Management Department.
2. Increase a sense of professionalism within the department and its members.
3. Maintain a high level of employee and client awareness of personal safety and security.

One (1) photo identification badge will be issued to each state classified, hourly and student hourly employee. The employee issued the identification badge is responsible for the security of the badge. If an employee's identification badge becomes lost, advise the Personnel Section, Facilities Management, and a duplicate will be issued. Employees are required to return the identification card to Facilities Management upon termination of employment from the department.