

# Columbia College

## Staff ID Card - Policy and Procedures

<b>NOTE:</b>	<b>Clarification of Terms</b>
<b>Must; Shall; Will:</b>	These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> .
<b>Should:</b>	This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
<b>May or Could; Can:</b>	These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

### **Policy:**

It is the policy of Columbia College that all staff (including full time employees, part time employees, and casual or contract employees) must have a staff picture identification card.

- All employees shall obtain a Staff ID Card at the beginning of employment or academic activities.
- All current employees will maintain a valid Staff ID Card.
- Staff ID cards are the sole property of Columbia College.
- Staff ID cards must be presented or surrendered upon request.
- This Staff ID card must be worn in a visible place (i.e. on the lanyard around the neck or clipped to a shirt pocket or jacket lapel; they should not be hidden on pants pockets or belt loops).
- If a card is lost or stolen, the employee will report its loss to Columbia College's Accounting department.
- Lost or damaged cards are the responsibility of the cardholder and a replacement fee of \$10 is charged. These are available from the library (in building 4).
- Staff ID Cards shall not be defaced or modified in any way.

### **Purpose:**

- To provide a safe and secure working and learning environment.
- To provide evidence of employment with Columbia College.
- To enable staff to identify other staff members in staff only areas of the College (e.g. the photocopy room).
- To enable students to be able to identify staff to request assistance as needed.
- To enable visitors to the College to identify staff to request assistance as needed.

### **Procedures:**

- Employees Picture ID cards are taken in the library (in building 4) during the regular picture taking times. Hours are established by the library staff and posted on the library door.
- Employees must show their New Hire Orientation Form, government picture ID and give the name of their Program Chair/Department Manager at the time the picture is being taken.
- Employees will be asked to complete the Staff Identification Card document.
- Once the ID card picture has been taken, library staff will check this off on the New Hire Orientation Form.
- Library staff will give the printed staff ID cards to Program Chairs/Managers for distribution.
- The picture will be printed onto a Columbia College staff ID tag and hole-punched by the Library.
- A lanyard will also be provided to each staff member by library staff. The lanyards are of a break-away style for safety and include the ability to shorten and lengthen to suit personal preference.