

Policy and Procedure – Identification Cards All Personnel

Effective September 1, 2003

Policy:

It is University policy that all regular full-time and part-time personnel (faculty and staff) be provided with University Photo-Identification Cards that:

- visually demonstrates the person is a member of the University faculty or staff and provides for a University identification process,
- where required, provides for after-hours access to University properties (note, part-time personnel and adjunct faculty are not extended this privilege),
- provides, through the mag-stripe system embedded on the card, authorization to produce materials on University duplicating equipment,
- authorizes Illinet use under normal policies and procedures for such use, and
- allows the holder to qualify for any discounts provided by external parties to University personnel.

It is also University policy on the effective date above that all University personnel will at all times display on their person the University Global ID Card while on University property. This policy is intended to include:

- Faculty, staff or adjunct faculty, whether full-time or part-time,
- University guests who will be on campuses more than 3 consecutive days,
- Personnel of University contractual partners, and
- Students in the Baker Demonstration School (parents must wear a Guest badge while on the property for reasons other than dropping off and picking up children)

Procedures:

- University academic departments responsible for employment of regular full-time faculty and full or part-time staff will request the Global Photo-ID card by use of the Personnel Add/Change form, submitted with appropriate signature to the Vice-President for Operational Services.
- The Operational Services group will ‘load’ the appropriate data into the Global Card network based system, and will leave a message for the new person that they have been entered into the system and can proceed to have their photo-ID produced.
- The new person will be responsible for going to one of the four (4) campuses where photo-id equipment is based (Chicago, Evanston, Wheaton, and Wheeling) to have their picture taken and a card prepared (about a 5-minute process).
 - Faculty and staff members should pre-arrange their visit (make an appointment) with the Facility Manager of the Campus they will visit to be sure that someone will be available to produce the card.

- Campus Facility Managers are:
 - Chicago Calvin Harris x3429
 - Evanston Terry Frank x2267
 - Wheaton Sue Hackbarth x4512
 - Wheeling Kim Schmitz x5804
- Card production is possible from
 - 9:00am to 8:30pm Monday-Thursday
 - 9:00am to 5:00pm Friday
 - No Saturday/Sunday hours are available at the present time.
- The photo-ID card issued to specific University personnel will provide for after-hours access privileges to University property where such a card is required (presently only the Chicago Campus), however, part-time personnel, adjunct faculty, and most full-time personnel are not authorized to be on University sites except during normal business hours.
- The Global Photo-ID cards remain the property of the University, and shall be immediately returned upon request by any officer (Dean, Vice-President, Sr. Vice-President, President) or by the employee's immediate supervisor.
- The Global Photo-ID cards must be worn in a highly visible location at all times when the employee is on University property.
 - A limited choice of 'badge-holder' types is available when the card is first issued for the employee to select one.
 - Additional holders can be 'purchased' at cost from the Facility Managers if the employee so desires.
- Guests of University personnel who will be moving through University property for tours, etc., will be provided a 'Guest' badge while on University property by the Facility Manager at that site. The host is responsible for obtaining badges when guests arrive. This does not include:
 - Students
 - Short-term visitors (sales calls, etc.)
- University 'guests' who will be on University property for more than three (3) consecutive days will be issued a special ID card by Operational Services, which must be arranged for in advance of their visit by the Dean or Vice-President whose area is 'hosting' the activity. These guests would include:
 - Visiting accreditation teams,
 - Auditing (financial or otherwise) groups
 - Consultants
 - Potential contractors obtaining bidding information
 - Others as deemed appropriate by the VP-Operational Services.

- Students in the Baker Demonstration School of the National College of Education will be issued specially labeled University Photo-ID cards that must be worn at all time except when on the play lots, playing fields, or other athletic facilities.
- Parents of the students enrolled in the Baker Demonstration school must wear a special Visitor badge when on the property for reasons other than dropping off or pickup up students.
 - These will be printed on special stock that clearly identifies the person as a 'Baker Parent' and be issued by the BDS office.
 - These badges may be obtained in the BDS office immediately inside the main entrance to the BDS area of the Evanston Campus. Entry through other access points may result in University personnel requesting identification to allow continued travel through the campus.
 - Return of these special badges would be financially helpful to the Baker Demonstration School.