

Subject: **Identification Cards**

Applies to: All Faculty, Staff, Students, Retirees, Alumni and Hospital
Volunteers

- I. Policy: The University issues a photo-identification (ID) card to faculty, residents, staff, students, volunteers, retirees, alumni and other designated individuals who have access to the University.

- II. Guidelines: Individuals are required to have the ID card in their possession while on University premises for University business. ID cards are issued for the following reasons:
 - A. Access to University Premises: An ID card permits individuals access to University facilities.

 - B. Official Identification: University identification cards verify an individual's right to be on University premises, particularly areas not accessible to the public. The University ID card also provides proof of eligibility to use various University services such as library loans, check cashing, and free or reduced admission charges for University functions. Upon request of a University security officer, department/division representative, or other duly authorized official, an individual may be required to present the card to establish identification.

 - C. Medical Center: Display of an ID card is required for all members of the University while in the Medical Center. The ID card, should be visible and photo-side up. The ID card satisfies hospital code and accreditation requirements for hospital staff identification.

- III. Procedures:
 - A. Issuance:
 1. New Faculty, Residents, Staff, Hospital Volunteers and Students are issued ID cards within the first week of affiliation with the University.

2. Retirees and Alumni are issued ID cards upon request at either ID Card Office location (see III D).
3. Other individuals: Department contacts are responsible for making arrangements with the appropriate ID Card Office for visitors, contractors, vendors and other non-University personnel who are authorized to be on University premises. An issuance fee will be charged.

B. Replacement:

1. Lost ID cards should be immediately reported to the River Campus or Medical Center ID Card Office. Replacement fees are the responsibility of the individual.
2. Change in employment status/position:
 - a. If the status of a faculty, resident or staff member changes within the department (i.e., change from non-exempt to exempt status, internal transfer to a new position, etc.), it is necessary to report the change in writing (memo, e-mail) to the ID Card Office. Any changes in division and department numbers and position code must be provided. No fee will be charged if a replacement card is necessary.
 - b. If a faculty or staff member transfers to a new department, the new department should notify the ID Card Office in writing (memo, e-mail). Any changes in division and department numbers and position code must be provided. No fee will be charged if a replacement card is necessary.
3. Name changes: If a faculty or staff member has a name change, the individual must make an appointment with the Benefits Office to complete a Name Change Form. A copy of this form must be given to the ID Office to receive a replacement ID card. A student or volunteer may receive a replacement ID card with written verification of need. No replacement fees are charged.
4. Wear and tear: If a replacement card is required because of damage through normal wear and tear, an individual may

have his card replaced, at no expense, at the appropriate ID Card Office.

5. Personal changes: If an individual requests a new ID card for personal reasons (i.e., new photo), the individual will be required to pay a replacement fee.
6. If a replacement card is necessary, the original card, if in the possession of the individual, must be returned to the ID Card Office.

C. Termination of Employment: Identification cards are University property and must be turned in to the supervisor or Human Resources upon termination of the University relationship necessitating the ID card.

D. ID Office Locations:

- ♦ Medical Center: Medical Center Parking Office, G-6037.
E-mail address: mcpark@services.rochester.edu
- ♦ River Campus: Susan B. Anthony Residence Hall.
E-mail address: ID@services.rochester.edu