Employee Identification Cards

Document Number: HMRS-0030 **Date Published(sys):** 1/14/2026

General Description

Policy Summary:

Trinity University provides ID cards to all Trinity faculty, staff and students to gain access to specific buildings after hours, gain access for Library services, Bell Center services, etc.

Purpose:

This policy aims to provide guidance in the use of Trinity Identification cards.

Scope:

This policy applies to all Trinity University faculty, staff, contractors, etc.

Exceptions:

No exemptions apply unless approved by the appropriate Vice President.

Policy Content

At their initial employment, all faculty and staff will be issued a Trinity University identification card. Employees should possess their identification card when on campus to be able to identify themselves when necessary to University Police personnel. The identification card may also be required to obtain services from various campus units such as the Business Office, Bookstore, Food Service, Library, the Bell Athletic Center, and Jesse H. Jones Recreation Area. The identification card is to be returned to the University immediately upon termination of employment. The initial card is provided at the time of hire at no cost to the employee. Replacement fees for lost or stolen cards may be imposed, regardless of the circumstances.

The identification card is to be returned to the University immediately upon termination of employment.

Employees should report lost or stolen identification cards promptly. Employees should e care in the safekeeping of their identification cards and should not, under any circumstan identification cards to be used by any other person. The benefits of an identification card transferable. Those who lend their cards or use them for fraudulent purposes are subject action.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.1	1/14/2026 8:30 AM	Pamela Mota
v2.0	7/28/2023 7:41 AM	Holly Warfel
v1.0	8/16/2019 8:45 AM	Kelleebeth Cantu

Vice President Approval:

Name:	Title:
Gary Logan	Vice President for Finance & Administration