Employee Identification Cards

Policy Content

At the time of their initial employment, all faculty, contract, and classified staff will be issued a Trinity University identification card. Employees should be in possession of their identification card when on campus in order to be able to identify themselves when necessary to university security 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 upon termination of employment. The initial card is provided at time of hire at no cost to the employee. Replacement fees will be imposed for lost or stolen cards, regardless of the circumstances.

Requirements

Approvals:

VP for Finance and Administration

Revision Management

Revision History Log:

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<th>Date:</th>
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<td>8/16/2019 8:45 AM</td>
<td>New document</td>
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