

HS 04 Student and Employee Identification

Classification:	Health, Safety and Security
Responsible Authority:	Director, Campus Services Director, Risk Management
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2005.03.09
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PURPOSE

To maintain an identification system for employees, students, and volunteers who need access to College buildings, facilities and services.

SCOPE

All College employees, students and volunteers.

DEFINITIONS

None

POLICY

1. To ensure the safety of all occupants on its premises, the College will establish an identification system for employees and students. Volunteers and contractors may be provided identification at the request of a College administrator, dependant on the specific nature of their activities.
2. Identification cards may be used to provide access to buildings and facilities and to obtain various College services. Identification cards serve to verify, for College personnel and clients, that a person is a College employee or a College student.
3. Employees and students will obtain a College photo-identification card at the beginning of employment or academic activities. All current employees and students will maintain a valid photo-identification card and may be required to renew it after the card has expired.
4. While on any property owned or occupied by the College, College employees and students must identify themselves to Security personnel and other College officials, when requested, by showing the College photo-identification card. Employees and students who refuse to identify themselves upon request may be subject to disciplinary measures or removal from the premises, depending on the circumstances. In instances where a College identification card is not available, reasonable alternate means of identification will be accepted.

5. Current information on the services available through the use of the identification card is available by contacting the Card Services Office or consulting the Card Services Office website. <http://www.algonquincollege.com/card-services/>
6. Cardholders wishing to utilize their card for access to restricted College facilities must consult with their immediate supervisor or academic chair who will make appropriate arrangements with Security Services.
7. A fee, which approximates the production costs of the card, will be charged for a replacement identification card if lost or stolen.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. New Full Time Staff	
1.1 Instruct new full-time and part-time employees to acquire and complete the Employee Replacement Card/Contractor Card Request Form.	Human Resources
1.2 New employee presents card request form, with government issued photo ID, to Card Services Office to complete card production.	Card Services Office
1.3 Perth & Pembroke Campuses: The Administration Office will coordinate the completion of the necessary form, photograph and ID production with the Card Services Office.	Administration Office
2. Current Employees	
2.1 Obtain an Employee Replacement Card/Contractor Card Request Form from the Card Services Office website to obtain or replace a College photo-identification card.	Full-time and Part-time Employees
3. Students	
3.1. Obtain a student identification card, year-round, at the Card Services Office by presenting: one valid piece of government issued identification.	Student
4. Card Holder Facility Access	
4.1 Request access to restricted College facilities from the immediate supervisor or academic chair.	Card Holder
4.2 Contact Safety & Security Services, as necessary, to make arrangements for employee or student access to restricted College facilities.	Card Holder
5. Lost or Stolen Identification Cards	

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| 5.1 | Report lost or stolen identification cards to the Card Services Office as soon as it is noticed. Cards used for access purposes must also be reported immediately to Security Services. | Card Holder |
| 5.2 | Complete an Employee Replacement Card/Contractor Card Request Form available on the Card Services website to obtain a new card.

or

Present a valid piece of government issued identification to the Card Services Office. | Full-time and Part-time Employees

Student |

SUPPORTING DOCUMENTATION

Card Services Office website (<http://www.algonquincollege.com/card-services/>)

RELATED POLICIES

HS 10 Smoke-Free Campus
SA 07 Student Conduct

RELATED MATERIALS

None