

## ***CAMPUS ID CARD POLICY***

The Office of Human Resources will authorize the issuance of ID cards to all permanent and temporary full-time and part-time employees (*faculty, administrative and classified staff*) once all required hiring paperwork has been completed and the employee has been assigned a university Personal Identification Number (PIN).

The ID card identifies individuals as University employees and entitles them to discounts on items purchased at the Bookstore, Skate Shop and Peregrine Shop. The photo ID is prepared in the Photo ID Center in the Bowen-Thompson Student Union.

The ID card entitles an employee to use the library and to certain check cashing privileges. Lost ID cards should be reported to the Office of Human Resources.

Additional information about the Campus ID Policy can be found in the Classified Staff Handbook. There is no information on this policy in the Administrative Staff Handbook or the Charter's Faculty Handbook although the policy does apply to employees in both groups as well.

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