

**St. Cloud Technical & Community College
Policies and Procedures
Chapter S4 – Human Resources**

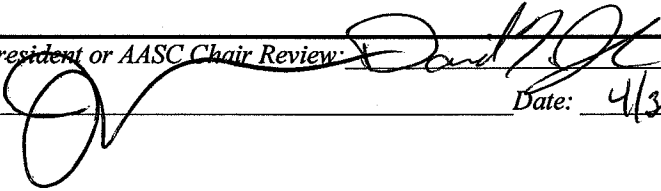
S4.5.1 Procedure

S4.5 Employee Photo Identification Policy

Update Revision Responsibility: Director of Human Resources

A Photo Identification (ID) Badge will be issued to all St. Cloud Technical & Community College employees. Employees will wear the Photo ID Badge at all times while on duty. The badge is to be worn above the waist (except where safety is an issue) and is not to be altered in any way (i.e. putting stickers or pins on the badge, etc.). The Photo ID Badge is the property of St. Cloud Technical & Community College and is to be surrendered upon resignation or termination. If an employee loses their Photo ID Badge, they are responsible to pay for a replacement Photo ID Badge and any other replacement fees.

The primary purpose of the Photo ID Badge is to clearly identify ourselves as St. Cloud Technical & Community College employees to our customers and co-workers. Everyone's cooperation in wearing their identification badges while at work will be expected. Through the combined efforts and compliance of employees of the college and its agents, our offices remain a safe and pleasant place to work.

Faculty Shared Governance Council President or AASC Chair Review:  Date: 4/30/12
College President: _____ Date: 4/30/12
Date of Adoption: _____
Date of Implementation: 4/30/12
Date repealed or replaced: _____

**St. Cloud Technical & Community College
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S4.5.1 Employee Photo Identification Procedure

Initial Issuance:

Photo Identification (ID) Badges will be issued at no cost to the employee. Upon orientation, new employees are required to contact the Photo ID Card Office at extension 85501 or email: cyclonecard@sctcc.edu for a Photo ID Badge (Cyclone Card). You may view the webpage at www.sctcc.edu/cyclonecard for services the Photo ID offers.

Badge Description:

A breakaway necklace and a clip on attachment will be the two options provided by the college for wearing the Photo ID.

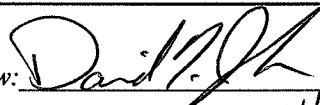
Lost/Damaged Photo ID Badges:

Employees will be charged a replacement fee for a lost Photo ID Badge. The replacement fee is refundable upon the return of the lost Photo ID Badge. There is no charge to replace a damaged badge.

Resignation/Termination:

Individuals are required to turn in their Photo ID Badge to their supervisor/dean on their last day of employment or assignment. Supervisors/deans will send all returned badges to the Human Resources Office.

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