

MEMORANDUM

TO: All Employees

FROM: Dr. Cynthia A. Bioteau, President

DATE: December 3, 2007

SUBJECT: Identification Card and Building Access

As a follow-up to several conversations I have had with leadership of our staff association and faculty senate, I am providing clarification for the expectation of employee identification to support services to students, security for knowing each other, and a uniform operating procedure for our college. The following standard operating procedure will be expected as of January 1, 2008:

All employees are issued a personal identification card (one card) through the College One Card Office. This card is to be used for identification purposes and to obtain special services and privileges available to employees. The identification card will be imprinted with a photograph of the employee, their name, and SLCC Identification number (S number). The identification card must be carried while an employee is on campus, and the employee should be able to produce it upon request by the Department of Public Safety or other school official. This card entitles employees to a number of benefits and privileges including but not limited to:

- Door swipe access to offices and restricted areas
- Access to the College libraries
- Access to fitness centers

As with all college property, the identification card should not be shared among employees or used to gain unauthorized access to certain areas or privileged information. Where a specific security or service need exists; i.e. Facilities, Information Technology, etc., employees may be required to wear in plain view on their person their College One Card. This may be implemented at the request and approval of the appropriate Vice President.

Loss or damage of the identification card should be reported to One Card Office immediately in order for the badge to be deactivated in the system. The badge is the property of SLCC and must be returned upon termination of employment. Because employee ID badges are also the means by which some employees enter and leave the premises, employees must not loan their badges to anyone, including other employees, nor should employees allow anyone to enter the premises that the employee does not know to be affiliated with SLCC. Failure to observe these safety regulations could endanger the safety and security of all other employees.

Vendors who have access to buildings and facilities are required to display their own company identification card or an SLCC identification card in a readily visible place on their person whenever on campus. Upon request they are required to present and/or submit their identification card to any SLCC employee. Vendors without a company identification badge that they can be

readily displayed on their person must obtain a vendor identification card from the College One Card Office.