

**ADMINISTRATIVE RULE NO: 6155-01  
RELATED TO POLICY SERIES NO: 6155**

**TITLE: EMPLOYEE IDENTIFICATION CARDS**

Every employee must obtain an LBCC photo identification (ID) card. Employees may be asked to show their ID card to security officers or other college officials to verify their affiliation and purpose for being on campus. The ID card may be used to access areas on campus; receive discounted or free admission to events; receive software discounts; borrow materials from the library; and for identification after hours or in an emergency.

The following employee groups must display the card in a readily visible place on their person while working on any LBCC campus or extended location:

- A. Facilities
- B. Computer and Communication Services
- C. Mailing Services
- D. Management/Exempt
- E. Media Services
- F. Printing Services
- G. Risk Management
- H. Security

If an employee from one of these groups does not have their ID card when entering campus they should secure a temporary badge from their supervisor. It is the supervisor's responsibility to ensure appropriate identification is utilized.

Employees who are required to display their ID and consistently do not, or who refuse to wear their ID card may be subject to disciplinary action.

Normally, ID cards will be obtained on the first day of employment. Employees will be asked to provide/update their emergency contact information as part of the ID issuance process.

- A. ID cards for contracted employees will be issued without an expiration date.
- B. ID cards for non-contracted employees and volunteers will be issued for a maximum

## TITLE: EMPLOYEE IDENTIFICATION CARDS (AR 6155-01)

of one year.

- C. ID cards for visitors will be issued for one day or in the case of contractors, for the project duration.

A returning non-contracted employee and volunteer whose ID card has expired must obtain a current term sticker from his/her department upon receipt of an updated employment authorization, or for volunteers, written authorization from the department. If an employee's ID card is lost or stolen, it should be reported immediately to Campus Security, and a replacement obtained. The college, at its expense, will replace one lost ID card per year. The cost of additional replacement cards will be the employee's responsibility unless the replacement is necessitated by a legal name change or a change in the employee's primary job.

Upon separation from employment, employees are required to return their college ID. It is the responsibility of the supervisor to ensure the employee's ID card is returned to Campus Security for destruction.

The LBCC ID card is the property of the college, administered through Campus Security and may be revoked at any time. The ID card may be used only by the individual to whom it was issued. Employees may not "loan" their ID card to anyone for any reason.

### CARD DESIGN

ID cards will be color-coded for ease of recognition. ID card colors/designs will be assigned according to the employee's primary job. Employees who are simultaneously enrolled as students will be issued two ID cards. Campus Security will issue Employee ID cards and Admissions will issue Student ID cards.

The front of the card will display the LBCC logo, the employee's photograph, preferred first name, department, title and card expiration date.

The back of the card will display the employee's first and last name, ID number (bar code) and "If found, return to Campus Security, Linn-Benton Community College, 6500 Pacific Blvd. SW, Albany, OR, 97321." Any deviations from the standard card design must be approved by The College Advancement Office.

### CONTRACTOR AND VENDOR IDENTIFICATION

LBCC-issued ID cards will be required for contractors and vendors if any of the following are true:

- A. they are permitted to access non-public areas;
- B. they are delivering or picking up any materials or equipment;
- C. they are servicing equipment; or
- D. they are delivering, picking up, or working with any hazardous materials.

**TITLE: EMPLOYEE IDENTIFICATION CARDS (AR 6155-01)**

Contractors and vendors who require access to LBCC facilities for one day or less, and who are in the company of an LBCC employee at all times, need not secure an ID card.

Contractors refusing to display their ID card will be asked to leave campus. If the ID card is lost, the cost of a replacement card will be the responsibility of the contractor.

Anyone who will need access for more than one day is required to obtain an ID card as described above.

DATE OF ADOPTION: 01/15/08

DATE(S) OF REVISION(S): 09/02/08

DATE OF LAST REVIEW: