

## University General Division Photo ID Policy

This photo ID policy only applies to University General Division employees. Employees in the USA Health System follow policies for the USA Hospitals, Physicians Group, HCA and Mitchell Cancer Institute, as applicable.

The Employee Photo ID Smart Card is used to: identify employees and other authorized individuals primarily assigned to the main campus, and allow card holders to take advantage of some great benefits, including discounts at the USA Bookstore and USA Athletic events (excluding Football), applicable library access and borrowing privileges, and admittance to the Student Recreation Center (with paid memberships), as applicable.

All persons issued photo ID's are required to:

- carry them at all times while on USA premises\*
- upon request, be prepared to present cards to appropriate University officers
- maintain cards in a safe and secure manner
- *not* allow others to use their cards for any reason

\*Department heads have the discretion to require employees and/or designated faculty and guests to wear university-issued photo ID's while on University premises.

- Photo ID's issued to regular employees (non-temporary) do *not* have an expiration date.
- There is a \$25 fee to replace the first *lost* card, and a \$50 fee to replace any subsequent lost cards.
- Cards will be replaced (exchanged) *without a fee* for normal "wear and tear" usage, name changes, position changes, for card malfunctions or after five years from the original date of issuance. The old card must be surrendered at the time the replacement card is issued.
- A signed receipt upon issuance will serve as acknowledgement that a \$25 non-surrender fee will be deducted from an employee's final payment due upon separation of employment, as applicable, for cards that are not returned on or before the last day of employment.
- All card holders are required to surrender their cards to the campus HR office upon transferring departments or separation of employment or relationship with the University, not later than the last day of employment.
- All regular faculty, staff and administrative employees will be issued IDs with *white* backgrounds, and their cards do not have an expiration date.
- Other categories of ID cards will be issued with different background colors and expiration dates as follows:
  - ▶ Temporary Employees – *yellow* ID cards expire one calendar year or three calendar years from the date of issue, as applicable.
  - ▶ Designated Guests – *blue* ID cards for designated faculty and guests, as approved by University administration, are issued on a limited basis, for one calendar year or less, and expire annually on December 31.
  - ▶ USA Benefits-eligible Retirees – *gray* photo and non-photo ID cards are issued, upon request, to retirees and spouses. The cards do not have an expiration date. Human Resources will advise eligible retirees of applicable benefits.