

## **2-9 Employee Identification Cards**

The College began issuing new employee identification cards (ID) in the Fall Semester 2004. These cards are issued to all full-time staff and faculty. The Business and Administrative Services Office will be responsible for the ID card process and associated equipment.

### **Purpose**

The card has several purposes.

- a. It serves as an identification card. Employees are required to have and display their ID cards. The ID cards use a blue background to identify staff and faculty.
- b. It serves as a library card. The back of the card is bar-coded so that it will work as an individual's library card.
- c. It serves to notify places of business that the individual is a student or employee at COA. Organizations often offer discounts to COA employees and students and this can serve as identification.
- d. It serves to identify staff and faculty. Students may approach staff and faculty with questions as well as request their assistance in handling emergency-type issues.

### **Lost Cards**

Employees will be responsible for replacing cards that are lost, stolen, damaged or broken. There is a nominal replacement fee charged to the employee.

### **Expiration dates**

There will be no expiration date on employee ID cards. Employees departing COA will be required to turn in their ID card.