

University Policy 200.25
IDENTIFICATION FOR EMPLOYEES
AND VOLUNTEERS

(The policy for student identification is included in the Student Handbook)

Responsible Administrator: Vice President of Administration

Responsible Office: Office of Human Resources

Originally Issued: February 2011

Revision Date:

Authority: Office of the President

POLICY STATEMENT

It is the policy of Claflin University to provide a safe environment for all students, employees, volunteers, and visitors. Claflin University Public Safety Officers and University officials must be able to accurately identify University faculty, staff and students to determine authorized access, obtain assistance, and respond effectively during an emergency.

STATEMENT OF PURPOSE

This policy establishes uniform guidelines for the administration of the mandatory Identification Card Program for Claflin University. This policy is designed to accomplish the following objectives:

- To be accountable for guidance and safety of all persons entrusted to our University. (An employee of the University should be identifiable and regarded as a trusted source of assistance, and for routine or emergency matters)
- To ensure the personal safety of students, employees, volunteers, and visitors
- To protect the University's physical assets from potential harm, including theft, damage, or other potential risks
- To eliminate the threat of loss or damage to research whether caused by intentional or inadvertent acts of intruders
- To accurately and quickly identify University employees and students during normal and emergency situations

APPLICABILITY

This policy is applicable to all students, administrators, faculty, staff, and volunteers of Claflin University.

PROCEDURES

The Office of Student Activities will take faculty and staff identification pictures as scheduled, virtually or on site. Employees will not incur a cost for their initial identification card but will be assessed a \$25.00 replacement fee for lost cards. An employee should immediately report a lost or stolen card to the Office of Student Activities.

It is mandatory for all employees and volunteers to have identification cards. Employees and volunteers will not be required to wear an identification badge, but their identification card must be easily accessible to verify employment or enrollment at any time requested by an appropriate official of the University.

Employees will not be allowed on the premises without presenting their identification card during non-working hours. Employees and volunteers may be required to present their identification card at any athletic or social event on campus, library, bookstore, and off-campus sites.

Only the cardholder may be in possession of the identification card. Cards will be confiscated if presented by someone other than the cardholder or if the card is inappropriately or illegally used. Fraudulent usage of the card will result in disciplinary action. Tampering with identification cards and/or making color reproduction is prohibited and may result in disciplinary action.

Cardholders must comply with a reasonable request by a University official or a law enforcement official to properly identify oneself upon request for the purpose of confirming identity, gaining access to facilities or services, maintaining compliance with laws, regulations, and University policies, or such other purposes that are reasonable under the circumstances.

Identification cards are the property of Claflin University and must be returned to the Office of Human Resources upon termination or separation from the University.

COMPLIANCE TO POLICY

Failure to observe these safety regulations could endanger the safety and security of others and could subject the employee to corrective action up to and including termination.

REVIEW DATE - November 2021

