

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:02:12

DATE: May 1, 1987

REVISION / REVIEW DATES: June 1991, October 1996, May 1997, November 2007, August 2011, November 2014, September 2023

SUBJECT: Faculty/Staff Identification Cards

APPROVED: Dr. Don Killingsworth, Jr., President

PURPOSE

When a new employee is hired at Jacksonville State University, he/she must have an identification card to identify that individual as an employee.

POLICY

A new employee at Jacksonville State University will have an identification card made using the following procedures:

- A. The new employee must first obtain a properly completed form from the Human Resources Office in Room 329 of Angle Hall.
- B. The employee then takes the card to the ID Office located on the 2nd Floor of the Theron Montgomery Building. Any exceptions require approval from Human Resources.
- C. The new employee's ID card will be prepared and given to the employee at that time.

Employee identification cards will be given only to full-time employees and those part-time employees who are working on a continuous basis. Temporary employees will not regularly be issued employee identification cards.

RESPONSIBILITY

The Senior Vice President for Finance and Administration is responsible for this policy.

EVALUATION

The policy will be evaluated at least every five (5) years.

I:02:12