

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

2.17

CAMPUS:	Marshall	Page 1 of 2
TITLE:	Employee Identification Cards	
OFFICE OF RESPONSIBILITY:	Human and Organization Development	
APPROVED BY:	Mr. Randall E. Wooten	
TITLE:	President	Date: October 25, 2006

STATUS: Replaces Policy & Procedure 2.17 "Identification Cards" approved
04/27/93
Revised: 09/23/96
Revised: 01/08/01
Revised: 08/13/01
Revised: 08/09/02 for TSTC - Marshall
Revised: 10/25/06

PRACTICE:

It is the practice of Texas State Technical College Marshall that all employees will be issued identification cards.

PERTINENT INFORMATION:

- A. Each employee will be issued a non-expiring picture identification card.
- B. A fee will be charged to replace a lost, stolen, destroyed, or defaced card.

PROCEDURES:

A. New Employees

1. Human Resources coordinates with the Business Office for the preparation of identification cards for new employees.
2. New employees are issued identification cards no later than the first full week of employment.

B. Change of Card Information

In the event an employee has a name change or a change in status among any of the categories described previously (Pertinent Information), a new identification card is issued.

C. Replacement of Cards

Identification cards will be replaced when lost, stolen, destroyed, or defaced. The employee visits Human Resources and signs a statement indicating what happened to the previously issued card. The card replacement fee is paid to the Business Office and a replacement card is issued.

D. Termination of Employment

1. All terminating employees are required to complete the campus clearance procedure.
2. Human Resources collects the identification card of the terminating employee during the exit interview. An employee not having an identification card to return completes and signs an Identification Card Statement Form to indicate what happened to the card.
3. Employees who retire are issued a card marked "RETIRED"