

**As a new employee, how will I receive an ID/Access Card?**

1. Full-time: Human Resources personnel will take your picture during the new hire meeting.
2. Part-time: Human Resources personnel will take your picture when you submit your new hire employee packet.

**When will my ID/Access card be available for pick up?**

Normally, by the next business day. The Human Resources personnel will indicate when the ID/Access card will be available for pickup.

**How will my access level be determined?**

By the functions of the position you hold with the College.

**Can temporary access be granted for special events or needs?**

Yes

**How can I gain temporary access?**

Contact your supervisor. The supervisor will notify the Chief Human Resources Officer of the access need.

**Do I need to bring anything with me when I pick up my ID?**

Yes. Please bring a form of ID that contains your picture (driver's license).

**What am I required to do when I pick up my ID/Access card?**

You are required to read, sign and date a form that confirms you obtained your ID/Access card and that you understand and agree to the terms of how it is to be used.

**How will I know what my access level is?**

You will be informed when you obtain your ID/Access card.

**Can I loan or make available my ID/Access card to someone else?**

No. You are responsible for safeguarding your ID/Access card at all times. Cards are not to be loaned or used by anyone other than the individual to whom the card has been issued.

**What do I do if I have lost my ID/Access card or think it may have been stolen?**

Notify the Human Resources Office immediately so the card can be deactivated to avoid unauthorized use.

**Will I be charged a fee for a replacement ID/Access card?**

Yes. The replacement fee will be determined at the beginning of each fiscal year.

**What is my responsibility when I enter or exit a secured door?**

Secure door behind you.

**I am having problems with my ID/Access card working properly, what do I do?**

Contact the Human Resources Office.

**My employment is ending, what do I do with my ID/Access card?**

Return the ID/Access card to the Human Resources Office.

**Am I required to display my ID/Access Card?**

Yes. Your ID/Access card is to be displayed in a viewable area during your normal work hours while on College property.

**I am a supervisor and my employee needs additional access, what do I do?**

Notify the Chief Human Resources Officer of the additional access. The CHRO will work with the supervisor to determine the proper access based on the functions of the position the employee holds.