

West Virginia Northern Community College

Employee ID/Access Rule

Rule Number:	NC-2000
Effective Date:	May 1, 2014
Date Approved by WVNCC Board of Governors:	April 24, 2014
Authority Reference:	WV Code 18B-1-6; Title 135 Procedure Rule, Series 4, WV Council for Community and Technical College
Replaces previous rule dated:	April 1, 2008, Employee ID Rule

Purpose:

To develop formal identification and building access to all College employees. College employees are defined as non-classified, classified, faculty, adjunct faculty and hourly temporary employees.

Rule:

Photo ID/Access cards are issued for all employees as defined above. All College employees will be issued their first ID/Access card free of charge. ID cards are issued with a photograph (taken by College personnel), employee name, title and campus address.

All College employees are required to display the photo ID/Access card while on College premises. Either Photo IDs or non-photo IDs can be used when on off-campus College official business such as meetings, internships, volunteer activities, etc. Employees are not required to display their photo or non-photo ID when attending conferences. Clinical instructors, while at clinical sites, will follow the clinical site identification policy.

A fee, which will be determined at the beginning of each fiscal year, will be charged to replace a lost or stolen card. Employees must report a lost, stolen or damaged ID/Access card immediately to the Human Resources Office. The ID/Access card will be deactivated and a replacement will be issued after verification of the receipt of replacement fee.

The ID/Access card is the employee's permanent WV Northern Community College identification/access card and must be presented upon request. The ID/Access card is issued for the duration of an employee's employment and is non-transferable. ID/Access cards are to be returned to the Human Resources Office at the end of employment. The card is the property of WV Northern Community College and will be confiscated if there is any misuse, forgery, or alteration. Where it is proven by College officials that an ID/Access card was misused, forged or altered, an employee may be subject to disciplinary action.