

Employee Identification

Responsible Office:
VCU Human Resource Division

POLICY STATEMENT AND PURPOSE

Virginia Commonwealth University maintains an identification system to provide an effective and efficient means of identifying employees, students and affiliates of the institution. Proper employee identification helps to provide a safe and secure campus environment for employees, affiliates, students, patients, and visitors.

WHO SHOULD READ THIS POLICY

All faculty and staff of VCU should read this policy.

RELATED DOCUMENTS

Human Resource Guidelines for Separating Faculty and Staff
VCUCard Office Rules and Regulations

CONTACTS

VCU Human Resources officially interprets this policy and shall revise or eliminate any or all parts as necessary to meet the changing needs of Virginia Commonwealth University. Please direct policy questions to VCU Human Resources.

Initial Policy Approved: 12/1/93
Revision History: 8/1/98
11/1/00
1/1/04
11/1/06

Last Revised 1/16/09

DEFINITIONS

Affiliates

Individuals who are affiliated with the University but are not paid employees. Affiliates may include clinical faculty, staff of temporary-help agencies, and contractors who provide services to the University.

PROCEDURES

The VCUCard

The VCUCard is the institution's official identification (ID) card for employees, affiliates, and students. The VCUCard includes a color photograph of the individual, the person's name, and a unique account number that complies with international identification standards.

The institution will issue one VCUCard for each individual who shows proof of identity and/or current employment, enrollment, or affiliation at VCU.

The VCUCard Office issues the appropriate type of card based on information received from VCU HR, VCUHS HR and Records and Registration databases.

Displaying and Using the VCUCard

The following conditions apply to individuals issued VCUCards:

- Employees who work in patient care areas must display their VCUCards with photographs and names easily visible.
- While on institutional property, individuals must carry and show their VCUCards to any VCU employee upon request. Failure to comply with a request to provide sufficient VCU identification may result in an individual's removal from the premises and/or disciplinary action.

Department Responsibilities

Failure to comply with the following departmental responsibilities may result in liability for the department and/or University:

- Ensure the timely posting of employee and affiliate records in the Banner database so that a VCUCard can be issued promptly.
- Ensure that all employees and affiliates receive a VCUCard upon employment and that they understand the ID card's uses.
- Negotiate with VCU service providers for privileges associated with the VCUCard.
- Initiate online separation actions in a timely manner to eliminate VCUCard systems access by individuals no longer employed by or affiliated with the University.
- Return identification cards promptly to the VCUCard Office to ensure debit account closure.