

## ID Badge Policy

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### Purpose:

For employees whose work requires their presence in the residence halls and to preserve the security and safety of the students enrolled at Slippery Rock University.

### Objective:

Enable positive identification of Slippery Rock University employees and contractors working in and around dorms, classrooms and other campus facilities where students frequent.

### Policy:

Maintenance, trades and information technology staff or other employees, are required to wear photo identification badges while on duty in the residence halls. Contract workers are required to wear approved University identification badges while working inside University-owned buildings.

### Procedure:

Photo identification cards are initially issued to Slippery Rock University employees when hired at no cost to the employee. Maintenance, trades and information technology staff who have not been issued a card will need to visit the ID Office to obtain a photo identification badge.

Contractors and their employees whose work will take them inside University occupied locations must display photo identification in an approved SRU contractor badge holder prior to the start of the work.

Should an employee or contracted worker's badge/badge holder be lost or forgotten, replacements will be at a cost of the employee or contracted worker.

An employee that repeatedly fails to wear the badge will be subject to progressive discipline.

Employees who separate from Slippery Rock University service will be required to return the ID badge to the Human Resources Office.