

Procedure Title: ID Cards, Name Tags, and Business Cards
Procedure Number: 01-2004-0003
Board Policy Reference: IV.A.

Accountable Administrator: Director, Human Resources
Position responsible for updating: Director, Human Resources
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Principle:

ID Cards will be issued from the Service Center in Morrow Hall. ID Cards should be issued to staff and faculty upon beginning employment as a portion of new employee orientation and to students by request. All employees are strongly encouraged to wear their ID (via a lanyard) or their nametag each day. This allows students and visitors to easily identify college employees.

Business cards and name tags will be ordered upon written approval of the employee's supervisor. Departments are responsible for the charges related to business cards and name tags and must provide full account number and supervisor's signature.

Guidelines:

The ID process will vary for different populations. Their specialized process is as follows:

1. Staff and Faculty:

Individuals will be directed to the Service Center during new employee orientation to obtain an ID card. Upon creation of the ID, the Human Resources Office will transmit a maintenance work order verifying employment per our Key Card Control Policy 01-2003-0003 to the Maintenance Department.

2. Students:

Students will be encouraged to have their IDs created at the Service Center during orientation or when paying their bills at the beginning of the term. BMCC can produce ID cards for outside agencies. The cost of the ID cards will be determined by the AVP, Human Resources.

Business Card process:

1. Human Resources will obtain approval, by the supervisor, before place the initial business card and name tag order for new employees only. Supervisors can retain the right to hold orders until the new employee has completed their probation period. Orders will be placed within 30 working days.
2. Reorders of business cards will be placed by the individual with supervisor approval and processed on the same schedule. To place a reorder, use the Name Tag and Business Card Order form that is located on the BMCC website. The form must include the department account number and supervisor approval before the order will be processed.

Forms: Name Tag and Business Card Order Form