

<b>The University of British Columbia Land and Building Services</b>		<b>EMPLOYEE IDENTIFICATION I-A-10</b>
<b>Work Procedure</b>		
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**1.0 Policy:**

It is the Policy of Plant Operations that all employees while at work, be able to identify themselves as members of Plant Operations Department through the use of employee ID cards.

**2.0 Objective:**

To ensure that all employees are recognized by University Faculty, Students, and Staff as authorized individuals of the Plant Operations Department.

**3.0 Guidelines:**

- 3.1 All employees must wear ID Cards in a visible position while working at the University
- 3.2 Employee ID Cards shall be required as proof of identification for the issue of any stores items, tools, etc. from any location of Plant Operations.
- 3.3 The employee ID Card may in the future be required for work order time logging or other uses.

**4.0 Procedures:**

- 4.1 All employees of Plant Operations will be issued a photo identification card at orientation. Temporary employees will be issued with special "Temporary" ID Cards.
- 4.2 The ID Cards shall be reissued every three (3) years to maintain the accuracy of the card. Expired Cards shall be destroyed.
- 4.3 Upon termination of employment, employee ID Cards shall be returned to the employee's Supervisor and destroyed.