

Purpose: To provide information regarding identification and authorized access to facilities owned and/or controlled by PA College and its affiliates.

ID Badges

PA College is committed to providing a secure and safe work and learning environment. As part of this commitment, the College has established an identification badge system for students, faculty, staff and visitors to use as identification while on the PA College campus. ID badges are to be visibly displayed on the person whenever on the College premises. The College ID functions as an electronic key to admit students and employees entrance into College buildings and designated areas on the campus. If a College or LGH badge is lost or stolen, it should be reported immediately to Campus Security. Students and employees are responsible for replacing lost or stolen badges. Please note, a change of name or role requires that a new card be issued.

Employees will obtain an ID badge on their first day of employment. Students will have established times to obtain an ID badge. Identification badges are issued based on the following categories:

- Student
- Staff or Faculty (This includes casual and adjunct positions)
- Contractor
Any individual representing or working for a company and performing a specific task on the PA College campus. Examples of these individuals include employees of companies hired to make improvements, installations and do maintenance on equipment or facilities on the campus)
- Visitor/Guest/Volunteer
Any individual who is not a student, faculty or staff member or affiliated with PA College of Health Sciences, must stop at the reception desk (at either the Stoudt or Cooper entrances) to obtain a Visitor/Guest ID badge. Visitors and guests will be asked to sign the Visitor/Guest Log and present a photo ID that includes their name and address. Upon departure from the campus, visitors and guests must return their Visitor/Guest ID badge to the reception desk and sign out on the Visitor/Guest Log.

Hosts of a visitor or guest must notify the reception desk staff prior to an individual(s) visit to the campus. Visitor/guest information should include, the individual(s) name, organization, and the date and time the visitor/guest is expected to arrive on campus. While on the College campus, all visitors and guests must abide by PA College's policies and procedures.

Misuse of College ID Badges

The College may initiate disciplinary action and impose sanctions against any student or employee for falsification, tampering or misuse of a College ID badge, which includes the following:

- Providing false or misleading information in order to obtain an ID badge;
- Refusal to get an ID badge;
- Misuse of ID badge to gain access to a College building;
- Giving or transferring an ID badge to another person;
- Tampering with an ID badge; or
- Refusal to show one's ID badge to Security or a College official, when requested.

Pennsylvania College of Health Sciences
ADMINISTRATIVE POLICY STATEMENT

Issued: 04/19/04
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Policy 10.3.1

Identification Badges

Page 2 of 2

Labels or stickers may not be added to an ID badge, since they may interfere with the electronic reading of the card. Students misusing an ID badge should be reported immediately to the Dean of Students. Any employee misusing an ID badge should be reported immediately to the Director of Human Resources. Whenever an employee voluntarily or involuntarily terminates employment with the College, the employee's supervisor or Human Resources will collect the employee's ID badge and turn it over to Security.

Audience:	College Community
Date Issued:	04/19/04
Date Revised:	09/26/11, 09/24/12, 01/17/17, 01/30/18
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Owner:	Vice President of Human Resources