

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

Scope

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 badge functions as an electronic key to admit students and employees 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 badge be issued.

Employees obtain their ID badges on their first day of employment. Students have established times to obtain their ID badges. 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 include employees of companies hired to make improvements or 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 contractor affiliated with PA College 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. See Policy 10.1.5 for more information.

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 but is not limited to the following:

- Providing false or misleading information to obtain an ID badge
- Refusing to get an ID badge
- Misusing an ID badge to gain access to a College building
- Giving or transferring an ID badge to another person
- Tampering with an ID badge
- Refusing to show an ID badge to Security or a College official when requested.

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 Associate Vice President of Strategic Enrollment Management.

Pennsylvania College of Health Sciences
ADMINISTRATIVE POLICY STATEMENT

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Policy 10.3.1

ID Badges

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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 is responsible for collecting the employee's ID badge and turning it over to Security.

Audience:	College Community
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