

STOCKTON UNIVERSITY



PROCEDURE

Employee Identification Card

Procedure Administrator: Associate VP for Human Resources
Authority:
Effective Date: September 11, 1974; February 3, 1975; September 21, 2010;
February 16, 2011; December 29, 2018
Index Cross-References: Procedure 6395: Personnel Records of Employees
Procedure File Number: 6131
Approved By: Harvey Kesselman, President

The Office of Human Resources is responsible for obtaining the data required for inclusion on the employee's identification card and for authorizing the Office of Student Records to produce the identification card.

The identification card will remain the property of the University and must be signed for by the employee when issued. When an employee is terminated, the card must be submitted to the Office of Human Resources during the exit interview. Part-time non-instructional employees will be issued a temporary identification card by the Office of Human Resources indicating the period of validity.

Part time employees, including but not limited to adjuncts and temporary employees, may be issued an employee identification card with an expiration date that denotes the effective term. Once the employee identification card has expired, the employee must obtain an active employment validation by their school/department or by the Office of Human Resources to reinstate. An updated employee identification card with a new expiration may be reissued after validation.

Review History:

	Date
Associate VP for Human Resources	12/04/2018
General Counsel	12/19/2018
Cabinet	12/19/2018
President	12/29/2018