

# STOCKTON UNIVERSITY



## PROCEDURE

### Employee Identification Card

Procedure Administrator: Associate Vice President for Human Resources

Authority: N.J.S.A. 18A:64-8

Effective Date: September 11, 1974; February 3, 1975; September 21, 2010;  
February 16, 2011; December 29, 2018; June 23, 2022

Index Cross-References: Procedure 6395: Personnel Records of Employees

Procedure File Number: 6131

Approved By: Dr. Harvey Kesselman, President

The Office of Human Resources is responsible for obtaining the data required for inclusion on an employee's identification card and for authorizing the Office of Student Records, Access Control, and/or ITS Information Security to produce the identification card.

All employees, including part-time employees, that are issued an identification card must sign a form, acknowledging receipt which advises that the card is not transferable and should be carried at all times while on University property. The identification card will remain the property of the University. When employment with the University is terminated, the card must be returned to the Office of Human Resources during the exit interview.

### Review History:

	Date
Procedure Administrator	03/09/2022
Divisional Executive	04/04/2022
General Counsel	04/26/2022
Cabinet	06/20/2022
President	06/23/2022