

## **Massasoit Community College Policy and Procedure**

**Approved: Peter C. Akeke                      Effective Date: August 23, 2004**  
**Director of Human Resources**

**Approved: Dr. Charles Wall**  
**CEO/President**

### **Identification Card Policy and Procedure**

**Procedures outlined in this policy shall not be construed to create any additional rights or change any rights in any collective bargaining agreement or the non-unit professional personnel policies handbook.**

**It is the policy of Massasoit Community College to issue, upon employment to all employees', a photo identification card as part of the College's identification and security program.**

**Revision Date(s): \_\_\_\_\_**

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#### **Procedure**

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- 1.** Employee identification cards are essential as they relate to:
  - a.** Security of the Campus, its employees and students.
  - b.** Identification within the facility and the surrounding grounds.
  - c.** Disaster, allowing entrance in case of an emergency.
  
- 2.** These cards should be with you at all times while on Massasoit Community College property and be presented upon request as proof of your employment status with Massasoit Community College.

Employees should never 'loan' their identification card to another individual.

Employees who wish to wear their identification cards in a conspicuous manner will be provided a clip or lanyard upon request.

- 3.** Upon termination, identification cards must be turned into the Human Resources Department or Campus Police.
  
- 4.** If you lose your identification card, please contact Human Resources.