


 THE UNIVERSITY OF BRITISH COLUMBIA Facilities	Policy No.: I-A-P2	Approval Date: April 29, 2020 Last Revision: Previous Policy P10
	Responsible Executive: John Metras, Associate Vice-President, Facilities	
	Signed: 	
Title: <p style="text-align: center;">EMPLOYEE IDENTIFICATION</p>		
Background & Purposes: It is the Policy of the Facilities Group that all its staff members, while at work, be able to identify themselves as employees of the University of British Columbia (UBC) through the use of UBC ID cards.		
Objective: To ensure that all Facilities Group staff are recognized by University Faculty, Students, and Staff as authorized employees of the University of British Columbia.		

1. Guidelines/ General

- 1.1 All employees must wear their UBC ID cards in a visible position while working at the University
- 1.2 UBC ID cards shall be required as proof of identification for the issue of any stores items, tools, etc. from any store location and for the use of bookable shared vehicles.
- 1.3 In the future, UBC ID cards may be required for work order time logging or other uses.

PROCEDURES

1. General

- 1.1 All employees of the Facilities Group will be issued a photo UBC ID card at orientation. Temporary employees will be issued with special Temporary UBC ID cards.
- 1.2 The UBC ID cards shall be reissued every five (5) years to maintain the accuracy of the card. Expired cards shall be destroyed.
- 1.3 Upon termination of employment, UBC ID cards shall be returned to the employee's Manager and destroyed.
- 1.4 In the case of a lost UBC ID card, the employee must notify the Clerical team in their respective Facilities department to support with deactivation.
- 1.5 Employees must obtain a new UBC ID card at the UBC Bookstore, where a fee of \$25 will be applied for the new card. Who is responsible for the payment of a lost card will be reviewed by the employee's Manager on a case by case basis, given the circumstances by which the card was lost