

 THE UNIVERSITY OF BRITISH COLUMBIA Facilities	Policy No.: I-A-P2	Approval Date: May 27, 2021 Last Revision: Previous Policy P10
	Responsible Executive: John Metras, Associate Vice-President, Facilities	
	Signed: <i>John Metras</i>	
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 of the Facilities group must carry their photo UBC ID card while working at the University and be able to present the card if requested. It is expected that each employee wear their UBC ID card in a visible position when working on campus unless it would be unsafe to do so, either due to the nature of the task being performed or equipment operated, or if an alternate appropriate identification protocol has been established within a specific work area.
- 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 new employees of the Facilities Group will be issued instructions at orientation on how to obtain a photo UBC ID card through the online process at <https://ubccard.ubc.ca/>. Temporary employees will be issued with special Temporary UBC ID cards. The Clerical team in the respective Facilities department will arrange for activation of building access permissions on the card as required.
- 1.2 The UBC ID cards expire five (5) years after date of issue. When an employee's card expires, they must obtain a new card through the online process at <https://ubccard.ubc.ca/>. This will ensure that cards have up to date photographs. Expired cards shall be deactivated and destroyed. The Clerical team in the respective Facilities department will arrange for activation of building access permissions on the new card as required.
- 1.3 Upon termination of employment, UBC ID cards shall be returned to the employee's Manager. Returned cards shall be deactivated and destroyed.
- 1.4 In the case of a lost or stolen UBC ID card, the employee must notify the Clerical team in their respective Facilities department to support with deactivation of the card. The employees must then obtain a new UBC ID card through the online process at <https://ubccard.ubc.ca/> , where a fee (currently \$15, subject to change) will be applied for the new card. The respective Facilities department will pay the fee for replacement of the first lost or stolen card. The employee will be responsible to pay the fee for replacement of any subsequently lost or stolen cards.