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PROCEDURES
The Office of Student Activities will take faculty and staff identification pictures as
scheduled, virtually or on site. Employees will not incur a cost for their initial
identification card but will be assessed a $25.00 replacement fee for lost cards. An
employee should immediately report a lost or stolen card to the Office of Student
Activities.

It is mandatory for all employees and volunteers to have identification cards.
Employees and volunteers will not be required to wear an identification badge, but
their identification card must be easily accessible to verify employment or enrollment
at any time requested by an appropriate official of the University.

Employees will not be allowed on the premises without presenting their
identification card during non-working hours. Employees and volunteers may be
required to present their identification card at any athletic or social event on campus,
library, bookstore, and off-campus sites.

Only the cardholder may be in possession of the identification card. Cards will be
confiscated if presented by someone other than the cardholder or if the card is
inappropriately or illegally used