

# UC Davis Policy and Procedure Manual

## Chapter 380, Personnel--General

### Section 05, Employee/Affiliate ID Cards

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#### I. Purpose

This section describes the policy and procedures for issuance and surrender of UC Davis identification cards issued through the Employee ID Card Office.

Information on Student ID cards is available from the Registrar's Office.

#### II. Policy

- A. Each University affiliate is entitled to hold a single identification card reflecting the nature of the affiliation.
  - 1. Student employees should hold a student ID card rather than an employee ID card to ensure appropriate privileges.
  - 2. If affiliation status changes, the individual must surrender the existing ID card before a new card will be issued.
- B. An employee ID card must be surrendered at the time of separation.

#### III. Eligibility

- A. Employee ID Card
  - 1. Individuals must hold one or more active appointments in PPS and be assigned an employee identification number in one of the following appointments:
    - a. Career
    - b. Limited
    - c. Academic
    - d. Contract
    - e. Floater
  - 2. Individuals must be salaried.
  - 3. Employee ID cards are not valid for access to patient care areas of UCDMC. Appropriate credentials for access to those restricted areas must be established through UCDHS Human Resources.
- B. Volunteer, Visiting Scholar, or Temporary Affiliate Card
  - 1. Volunteers, visiting scholars, or employees who are conducting official University business without salary or compensation are eligible for identification cards.
  - 2. ID cards must be requested by the department sponsoring the eligible individual and must be approved by the department head or designee.
  - 3. Cards are valid for the anticipated period of service but no longer than 24 months. If service extends beyond 24 months, a new authorization must be secured and a new card issued.
- C. Retiree Card

1. Emeriti faculty or retired staff who are receiving benefits from the UC Retirement System (UCRS) are eligible for retiree cards.
2. Retirees must show documentation from UCRS validating retirement status to receive a card.

#### **IV. Procedures**

##### **A. Obtaining an ID card**

1. Individuals may have their pictures taken at the Employee ID Card Office.
2. A valid government-issued photo ID must be presented.
3. Employees who are located outside of the Davis area should contact the Employee ID Card Office for assistance.

##### **B. Surrender of ID card**

1. Departments are responsible for collecting employee ID cards from separating employees. Cards shall be destroyed by the department or returned to the Employee ID Card Office.
2. The Employee ID Card Office may confiscate a UC Davis ID card for improper use, including but not limited to the following:
  - a. Possession of more than one UC Davis ID card.
  - b. Duplication of any UC Davis ID card.
  - c. Tampering, altering, or erasing the information printed on or contained within the ID card.

#### **V. Further Information**

For additional information about employee or affiliate ID cards, contact the Employee ID Card Office; <http://employeeid.ucdavis.edu/>; 754-7766.

#### **VI. References and Related Policies**

- A. Office of the President: Business and Finance Bulletin IS-11, Identity and Access Management (<http://www.ucop.edu/ucophome/policies/bfb/is11.pdf>).
- B. Personnel Policies for Staff Members UC 3 and UCD Procedure 3, Types of Appointments (<http://manuals.ucdavis.edu/spp/spp-toc.htm>).