



UNIVERSITY of HAWAII®
HONOLULU
COMMUNITY COLLEGE

COLLEGE POLICY

HCCP #9.211

January 7, 2016

SUBJECT: Employee I.D. Badge

1. Purpose:

To establish the usage of an employee ID badge while at work or when representing Honolulu Community College in any official capacity in an effort to provide a safe and secure workplace for all employees and official identification with the college.

2. Policy:

It is the policy of Honolulu Community College that all employees of the College will be issued an employee ID badge that will replace the previously issued Honolulu Community College Faculty/Staff ID.

The employee ID badge will display employee by photo, first and last names, position, department and banner id number and barcode. All employees are responsible for wearing their badge to properly identify themselves as an employee of the college.

3. Procedures

New employees will be given a Request for Honolulu CC Employee ID Badge form at the time of their employment start date by Human Resources.

New employees must present picture identification, such as a driver's license, State ID card, Military ID, etc., with completed application verified by Human Resources to the Design Center.

Existing employees will need to fill out the Request for Employee ID Badge, have Human Resources verify, then submit to the Design Center for issuance.

The employee ID badge is issued for the duration of the individual's employment with the college. All separated employees are required to turn in their employee ID badge to Human Resources or their immediate supervisor upon separation of service with the college. The employee ID badge is no longer valid upon separation of service.

If an employee ID badge is lost or stolen a replacement card may be obtained at a fee of \$10.00 (cash only).

The issuance of an ID card may be refused to any person who does not comply with these requirements.

4. Definitions:

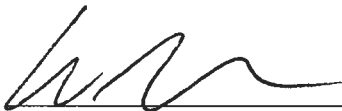
Employee: All individuals employed by Honolulu Community College as a full-time or part-time employee (faculty/staff) will be issued an Employee ID badge.

5. Responsibilities:

Human Resources will verify that the information on the Request for employee ID badge form is correct and accurate; to collect an employee ID badge at the time of an employee's separation of service from the college; and to educate direct supervisors of this procedure.

Employees are to completely fill out the Request for Employee ID Badge accurately; obtain their employee ID badge; and visibly wear their employee ID badge during work hours and when representing the college at work related function off-campus.

APPROVED



Erika L. Lacro, Chancellor

2/11/16

Date



REQUEST FOR EMPLOYEE ID BADGE

INSTRUCTIONS: Read and fill out completely. Type or print legibly.
NAME – Name as it appears on personnel record.
UH NUMBER – University of Hawai'i issued number.

DEPARTMENT – Employing unit as it appears on personnel record.
FUNCTIONAL EMPLOYMENT TITLE – Title as it appears on personnel record.

Name: _____ UH Number: _____
Last First M.I.

Department: _____ Title: _____

Check One: New: ☐ Replacement: ☐ (Pay \$10 replacement fee) _____
Business Office Initials/Date

Employee ID Badge Procedures:

1. Submit the completed reviewed application to the Design Center.
2. If your employee ID badge is lost or stolen you may obtain a replacement badge after paying a \$10.00 (cash only) fee at the Business Office.
3. The college reserves the right to refuse issuing an employee ID badge to any person who does not comply with these requirements.
4. The employee ID badge is issued for the duration of the individual's employment with the college. All separated employees are required to turn in their employee ID badge to Human Resources or their immediate supervisor upon separation of service with the college. The employee ID badge is no longer valid upon separation of service.

[HCCP#9.211 Employee ID Badge Policy](#)

I have read and understand the HonCC Employee ID Badge Policy and Procedures and have provided factual information when filling out this form.

APPLICANT'S SIGNATURE

DATE

FOR HUMAN RESOURCES REPRESENTATIVE USE ONLY

☐ Regular

☐ Non-Regular

☐ APT (Admin., Professional, Technical)

☐ Casual Hire

☐ Civil Service

☐ Emergency Hire

☐ Executive Management

☐ Lecturer

☐ Emeritus

☐ Visiting Colleague

☐ Faculty

I certify that Honolulu Community College employs the above-named individual and that the college will collect this badge upon separation of service.

HUMAN RESOURCES REPRESENTATIVE (PRINT)

HUMAN RESOURCES REPRESENTATIVE (SIGNATURE)

DATE