



# UNIVERSITY OF CENTRAL OKLAHOMA

**Policy ID:** ADM-EMP-46 Major Revision1 Minor Revision2

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**Title:** Identification Cards

**Description:** Issuance and collection of identification cards.

**Category:** Human Resources

**Applies to:** staff, faculty

**Contact:** [Human Resources](#)

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**Purpose:** Policy regarding employee identification cards.

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**Policy Statement:** The employee must obtain an identification card, at no cost to the employee, by the first day of employment or at the time that the employee completes the required personnel paperwork.

The identification card is to be used for University identification, provides library privileges, and admits the employee to certain designated official University-sponsored events.

The Identification Card must be returned to Human Resources at the time employment is terminated.

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## Glossary of Terms:

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**Legal Citation:**

**Campus Links:**

**FAQs:**

**Formerly  
known as:**

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**Effective date:** 12/01/2005

**Keyword(s):** identification, card, id

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