

Section: Employee/Labor Relations

Section Number: 4.9.5

Subject: Other Working Conditions: Identification Card

Date of Present Issue: 12/01/95

Date of Previous Issues:
07/71, 01/79, 11/81, 03/87, 01/89

POLICY:

All employees of the University shall carry a valid Lake Superior State University identification card. New employees receive their card as part of the orientation procedure, through the Office of Employee Relations. The card will include a picture of the individual to whom it is issued. Upon request, adjunct instructors will be issued a University identification card on an annual basis.

- A. This identification card is required for identification on campus, i.e. by the Cashier in the Business Office for cashing personal checks.
- B. The identification card entitles regular, full- and part-time employees to free tickets to University-sponsored events and athletic games, and if so marked by the Employee Relations Office, to a discount on purchases at the Campus Shoppe.
- C. Request for replacement of a lost I.D. card should be made in the Employee Relations Office.
- D. At the time of termination of employment, I.D. cards must be turned in to the Employee Relations Office.
- E. Employees officially retiring from the University will receive a Retiree Identification Card. This card entitles retirees to receive two free tickets to any cultural or regular-season athletic events sponsored by the University as well free use of Norris Center facilities (except for racquet ball courts).