EMPLOYMENT AND STUDENT POLICY & PRACTICE

IDENTIFICATION BADGE POLICY

PURPOSE: The purpose of the Identification Badge Policy is:

• To provide standards and requirements for the display of identification
• To provide a consistent method of identification
• To provide additional means of establishing a safe community for staff, faculty, and students.

SCOPE: This policy applies to all DeVry University staff, faculty, students, contractors/vendors, and visitors while on DeVry University property.

PROCEDURES: The guidelines for issuing, receiving, and displaying badges are as follows:

Staff and Faculty

• All staff and faculty will be issued a picture identification badge by the Student Central Department upon being hired.
• All staff and faculty must wear their badges on the provided lanyard, around your neck, or on your right front hip with the lanyard hanging down, while in the building or on campus property. The badge and lanyard must be fully visible and not obstructed by clothing.
  ○ Badges may be worn using a clip on accessory for those personnel who would encounter safety issues with the use of a lanyard.
• Badges shall be worn using a breakaway lanyard designated by a blue color to identify them as an employee.
• Employees are encouraged to question all persons not displaying proper identification. Visitors/potential students will be escorted to the visitor’s check-in area to receive a visitor’s badge. Current students will be sent to Student Central. Unauthorized personnel will be escorted off campus by security.
• Employees must return their identification badges to Human Resources upon termination of employment.
• Lost badges and lanyards will have a replacement cost of five dollars ($5.00) each. Replacement fee must be made to Student Central Department before a new ID or lanyard will be issued.

Students (including Passport to College and Foundations):

• All students will be issued a picture identification badge by the Student Central Department upon receipt of class schedule.
• All students must wear their badges on the provided lanyard, around your neck, or on your right front hip with the lanyard hanging down, while in the building or on campus property. The badge and lanyard must be fully visible and not obstructed by clothing.
• Badges shall be worn using a breakaway lanyard designated by a gold/yellow color to identify them as a student.
• Student workers will be issued a student ID and employee ID. They should wear both ID’s on the same lanyard.
• Students on campus without their badge will be escorted to Student Central.
• Lost badges and lanyards will have a replacement cost of five dollars ($5.00) each. Replacement fee must be made to Student Central Department before a new ID will be issued.
Contractors/Vendors:

- All contractors will be issued a picture identification badge by the Student Central Department upon contract execution.
- Contractor badges will allow building access for the execution of their contract only.
- Badges shall be worn using a breakaway lanyard designated by the color black to identify them as a campus contractor/vendor.
  - Badges may be worn using a clip on accessory for those personnel who would encounter safety issues with the use of a lanyard.
- Contractors must turn in all badges upon termination of the contract.
- Lost badges and lanyards will have a replacement cost of 5 dollars ($5.00). Replacement fee must be made to Student Central before a new ID will be issued.

Visitors:

- With the exception of children under the age of 12, personnel who are not part of the campus community must report to the official visitor's check-in upon arrival (Receptionist, Admissions office, Student Central, etc) and receive a visitor's badge. (Those under 12 should be escorted by an adult displaying an ID Badge at all times.)
- Visitor’s badges allow access to campus common areas and department areas for official business. Visitors must state on the sign in sheet what department or person they are on campus to visit.
- Visitor’s need to deliver to the check-in department their car keys or drivers license which they can retrieve when they turn in their badge.
- Badges shall be worn using a breakaway lanyard designated by the color red to identify them as a campus visitor. (Exception: Special Events. See Special Events section.)
- Visitor's badges will provide authorized DeVry University Alumni with access to common areas, computer labs, library, career services, student services, and academics, as appropriate for legitimate purposes.
- Visitors being escorted by Admissions personnel have access to all appropriate areas as part of the tour process, so long as they are accompanied by Admissions personnel.
- Visitors must return badge to Admissions before 8pm Monday-Thursday, 5pm Friday, and 1pm on Saturday.
- Those visiting after normal business hours will not be permitted to be present on DeVry University property.

Special Events:

- Visitors who are on campus as part of an authorized special event (community outreach, orientation, etc.) shall be given a name badge by the organizer of the event. The name badge must include the name of the event. The name badge will take the place of the visitor badge and participants will not have to check-in for these events.

Temporary Badges:

- In the case that a staff or faculty member, student, contractor or vendor misplaces or forgets their ID Badge, a temporary badge may be checked out in the Student Central department.
- The temporary badge must be returned within 24 hours.
- Temporary badges may be checked out up to 3 times per session. Upon the need for a temporary badge the fourth time, it is required that a new badge is purchased for $5.00.

BUILDING ACCESS

Building access generally is limited to the normal operating hours of the campus. Contractors or vendors requiring after hours access for the execution of their contract must coordinate their work with the security and facilities department to establish authorized access outside of normal operating hours.

CONTACT: For further direction regarding this policy or clarification of it, please contact Kevin Kurelja, New Jersey Metro Facilities Manager, kkurelja@devry.edu or Al Cama, Dean of Student Central.