

**Employee I.D.
University Policies**

Approved: 08/25/2009

In the interest of protecting our campus community, all employees are required to have in their possession at all times a University ID card. ID cards remain valid for the duration of employment.

Cards must be surrendered upon termination of employment. This identification card will provide access to recreation services and facilities, athletic and social events; proof of your employment to University officials; and allow you to receive a discount in the bookstore. MWSU faculty and staff using locked University facilities between the hours of 10 p.m. and 7 a.m. (and weekends) must wear their University ID card on the front of their clothing. (See Section IV Access to Buildings/Key Distribution)

Identification cards are issued by University Police Department in the Blum Union, Room 100 between 8 a.m. and 12 midnight Monday - Friday, excluding holidays. There is no charge for the initial card issued at the time of hire. New employees will be given a referral form from Human Resources to present to the University Police Department as application for the ID card. If an ID is lost or stolen a new card will be issued after the assessed replacement fee of \$10.00 is paid. A new card will be issued for replacement when system changes make a card outdated.