PURPOSE:

The purpose of this policy is to establish guidelines for the issuance and use of University of Miami ("University") identification cards.

This policy supersedes the following policies in their entirety:

- Administrative/Professional: Identification Cards: Employees and Retirees, Policy No. B045, dated 08/23/2013
- Administrative/Professional: Identification Cards: Family Members, Policy No. B050, dated 07/23/2012
- Research: Identification Cards: Employees and Retirees, Policy No. B045, dated 08/23/2013

POLICY:

It is the policy of the University that employees be issued an identification card for the purpose of confirming the cardholder’s identity and affiliation with the University. Specifically, the identification card identifies personnel to the general public, enhances security, and aids in the rapid mobilization of personnel in the event of an emergency or disaster. Identification cards are expected to be carried by employees at all times, and may not be shared, transferred or used by another individual. Employees are required to present their identification cards, upon request.

DEFINITIONS:

Employees shall mean individuals employed as regular full-time employees, regular part-time employees, as well as individuals employed for a temporary or specific period of time. Regular
full-time employees shall mean those individuals employed: (1) 100 percent (100%) of the University’s defined work week for the position held; and (2) on a continuing basis for nine (9) months or more each calendar year. Regular part-time employees shall mean those individuals employed by the University for: (1) 50 percent (50%) or more of the University’s defined work week for the position held; and (2) on a continuing basis for nine (9) months or more each calendar year.

Family member shall mean an employee’s spouse and dependent children.

Retiree shall mean an employee who has voluntarily elected to end his/her employment with the University, and elected to receive benefits through one of the University’s established retirement plans.

PROCEDURE:

I. EMPLOYMENT/REEMPLOYMENT WITH THE UNIVERSITY

A. GENERALLY

Identification cards will be issued to employees at the following locations:

<table>
<thead>
<tr>
<th>Assigned Campus</th>
<th>Location:</th>
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<tbody>
<tr>
<td>Coral Gables Campus</td>
<td>Department of Parking and Transportation</td>
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<tr>
<td></td>
<td>5807 Ponce de Leon Boulevard</td>
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<tr>
<td></td>
<td>Coral Gables, FL 33146</td>
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<tr>
<td>Medical Campus</td>
<td>Security Department</td>
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<td></td>
<td>Dominion Tower Parking Garage</td>
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<tr>
<td></td>
<td>1051 NW 14th Street</td>
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<td></td>
<td>Miami, FL 33136</td>
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<tr>
<td>Rosenstiel Marine Campus</td>
<td>North Grosvenor Building</td>
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<tr>
<td></td>
<td>4600 Rickenbacker Causeway</td>
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<tr>
<td></td>
<td>Miami, FL 33149</td>
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</tbody>
</table>

Employees must present proof of identity, such as a driver's license or passport, and may be required to provide their employee identification number. For employees assigned to the Medical Campus, additional procedures may be required in order to obtain an identification card. For more information on such procedures, please review the http://security.med.miami.edu/policies-procedures.

B. PHOTOGRAPH CRITERIA

In order to receive an identification card, an employee must have their photographic picture consisting of a head-shot taken from the shoulders up, with the employee facing directly towards the camera. All photographs shall be taken by staff at one of the locations listed above. Hats, sunglasses or any other item that may obscure the face from being photographed and identified are not permitted. Regular prescription glasses will be permitted if worn on a daily basis. Eyeware or head coverings worn for medical reasons will be permitted only when accompanied by supporting medical documentation, and provided such items do not obscure the face. Said documentation is to be provided directly to Human Resources, who in turn, will advise staff in the aforementioned offices that the item(s) may be worn.
Hats or head coverings worn for religious reasons will be permitted as long as the full face is shown and the hat or head covering does not cast a shadow over the face. Women who normally wear a full veil and who are not permitted to show their face due to religious reasons will be offered an accommodation of a private session in order to take the required photograph with only a female staff member present.

II. LOSS/REPLACEMENT OF IDENTIFICATION CARD

Lost, damaged, or stolen identification cards will be replaced and a fee will be charged to the cardholder. Identification cards will be replaced at no charge if replacement is caused by a malfunction, a change of the cardholder’s name, or the expiration of the card (if applicable), provided that the old identification card is returned.

III. SEPARATION FROM THE UNIVERSITY

An identification card is considered University property, and is only valid as long as the cardholder continues his/her specific affiliation with the University. In turn, an employee is required to return the identification card to his/her supervisor or Human Resources representative upon separation from the University.

IV. MISCELLANEOUS

A. EMPLOYEES’ FAMILY MEMBERS

Employees’ family members will require identification cards in order to gain access to the University’s recreational facilities, libraries, or events requiring the presentation of an identification card. Such cards shall be issued to an employee’s family members for a nominal fee.

Identification cards issued to family members are valid until the end of each fiscal year (May 31st), and a new identification card must be purchased for each fiscal year. Identification cards for family members will not be issued during established registration periods in the Fall, Spring and Summer semesters. Personal information provided by the family member will be recorded on an information card which must be signed by the employee and the family member.

B. RETIREES

Identification cards may be issued to employees upon their retirement from the University for use at certain recreational facilities and libraries. In order to receive an identification card, a retiree must present to the applicable office (described in Section I above) supporting documentation issued by Human Resources’ Office of Benefits Administration reflecting the individual’s retirement from the University.

V. VIOLATIONS

The transfer of an identification card to another person, or the possession of another person’s identification card, may result in the confiscation of the identification card, a loss of privileges and access afforded to the cardholder, as well as disciplinary action up to and including termination of employment with the University.