AIMS COMMUNITY COLLEGE PROCEDURE

IDENTIFICATION BADGES

In an effort to foster increased safety on the Aims campuses, all employees, regardless of position are required to wear and display college issued identification badges. Badges are required to facilitate identification of Aims employees by individuals on campus in need of assistance or by emergency personnel in the event of a critical situation. Badges will be worn on the outer most garment during the employee’s work hours.

Questions regarding the identification badge process should be addressed to the Human Resources Department.

Smart Cards:

Smart Cards are ID badges that are programmed to unlock college buildings. The purpose of the Smart Card is to provide employees with a means to access buildings during off hours. The Smart Card can also be used to deactivate the building’s intrusion alarm panel.

Full-time Employees may obtain a Smart Card through the following process:

1. The appropriate administrator or designee generates a key request form identifying required access areas.

2. The key request form must be signed by the appropriate administrator, Senior Management Member, and Chief Facilities Management Officer prior to issuance of a Smart Card. Requests for multi-building access requires Presidential approval.

3. Once all signatures are obtained, the employee will be directed to the Designer Visual Communications, College and Community Relations office to get a photo for the Smart Card.

Part-time employees may request a Smart Card through their Senior Management Member. A number of Smart Cards without photos will be assigned by Facilities and Operations to the appropriate Senior Management member or their designee for issuing. Questions regarding the Smart Card process should be addressed to Facilities and Operations.

Replacement Card:

Smart cards will be issued at no cost to employees who are initially hired by Aims Community College. A college employee will also be issued a new card at no cost when he or she attains a new title or changes job position.

The Smart cards used by the college are designed to last several years. Although there is no definite calculation for determining the length the cards will remain functional, there may be
cases where a card no longer meets operational efficiency due to normal wear and tear. In these cases, the card may be replaced at no cost to the employee. These cases are rare and requests for new cards that meet these criteria will be coordinated through the Chief Facilities Management Officer.

If a Smart card has been damaged by neglect of the employee, a replacement fee of $10.00 will be charged before processing the replacement card. Please attach a copy of the receipt to key request form along with the damaged card.

Lost or Stolen Card:

For lost smart cards, a replacement fee of $25.00 will be charged. Please attach a copy of the receipt to the key request form. For stolen cards, a report must be made with the Office of Safety and Security. Once a report has been received, a new card will be issued.

APPROVED: Dr. Marsi Liddell
Aims Community College President
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