

University General Division Photo ID Policy

This photo ID policy only applies to University General Division employees. Employees in the USA Health System follow policies for the USA Hospitals, Physicians Group, HCA and Mitchell Cancer Institute, as applicable.

The Employee Photo ID Smart Card is used to: identify employees and other authorized individuals primarily assigned to the main campus, and allow card holders to take advantage of some great benefits including discounts at the USA Bookstore and USA Athletic events (excluding Football), applicable library access and borrowing privileges, and admittance to the Student Recreation Center (with paid memberships), as applicable.

All persons issued S K R W are required to:

- x carry them at all times while on USA premises*
- x upon request, be prepared to present cards to appropriate University officers
- x maintain cards in a safe and secure manner
- x not allow others to use their cards for any reason

*Department heads have the discretion to require employees and/or designated faculty and guests to wear university - L V V X H G S K R W on University premises.

- x 3 K R W Issued to regular employees (non-temporary) do not have an expiration date.
- x There is a \$25 fee to replace the first lost card, and a \$50 fee to replace any subsequent lost cards.
- x Cards will be replaced (exchanged) without a fee IRU QRUPDO 3 ZH DU DQG WHDU ´ XVDJH QDF changes, for card malfunctions or after five years from the original date of issuance. The old card must be surrendered at the time the replacement card is issued.
- x A signed receipt upon issuance will serve as acknowledgement that a \$25 nonsurrender fee will be deducted