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Identification Badges Policy HR.EM.008

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Revised by Lena Baldwin

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200 Views

VCU Health System

VCU Health System Authority and Affiliates

Policy Name:	Team Member Identification Badge Policy
Policy Number:	HR.EM.008
HR Policy Owner:	Chief Human Resources Officer (CHRO)
Approved by:	Senior Leadership Council
Effective Date:	December 10, 2024
Last Review	August 30, 2024
Revision Date:	December 10, 2024
Policy Status:	Approved

This policy applies to Virginia Commonwealth University Health System Authority and all of its wholly owned or controlled affiliates (collectively referred to herein as VCUHS or VCU Health System. This Policy applies to the facilities below:

- VCU Medical Center
- Community Memorial Hospital
- VCU Health Children's Services at Brook Road
- VCU Health Ambulatory Surgery Center, LLC
- Community Memorial Hospital (Hundley Center)
- VCU Health Tappahannock Hospital
- MCV Associated Physicians d/b/a MCV Physicians
- CMH Physician Services, LLC

Purpose

The purpose of this policy is to establish a system that identifies VCUHS team members for the safety and benefit of other team members, patients, visitors, and others in the VCUHS community. Identification ("ID") badges allow easy recognition of VCUHS team members and provide access to restricted areas across the organization. The policy provides guidelines that must be followed to ensure the safety of our team members, patients, and visitors.

Policy

All Virginia Commonwealth University Health System (VCUHS) team members must obtain a designated ID badge at the start of their employment, contract, visit, or service. Every team member must wear their designated ID badge/card while working, training, or visiting VCUHS facilities. The ID badge system provides:

- Authorized entry into buildings, offices, and parking.
- A tool for security; and
- Team member identification for transacting business on site (*e.g.*, parking, discounts at cafeteria, etc.), and participating in VCUHS-sponsored events and activities held on or off-site.

The ID badge is property of VCUHS and is governed by the policies and procedures set forth by VCUHS. The badge is not transferable and is not permitted to be used by anyone other than the issued badge holder.

Definition

Team member - Any person, whether compensated or not, who performs some function for, on behalf of, and under the supervision of the VCU Health System, and who has access to health system premises, information and/or electronic information systems including, but not limited to: salaried or hourly employees, medical staff, credentialed providers, faculty, researchers, VCU employees, students, volunteers, contractors, consultants and agency or temporary employees.

Badge Issuance and Names

The photo identification badge is generated from data obtained from the HR team member database. Non-employee affiliates may be issued a photo identification badge at the discretion of the organization. Government-issued photo identification (for example, a driver's license or passport) is required to receive a VCUHS ID badge. Team member names will appear as first and last name or first and last name initials on the ID badge. Credential information is displayed on the badge and shall be

consistent as applicable with professional licensure, certification, or registration. Preferred names may be used on ID badges; however, nicknames are not permitted. Departments and titles will be consistent with information provided by Human Resources departments. Requested changes to the information appearing on an ID badge require appropriate documentation and approval provided through Human Resources.

Wearing Identification Badges

All team members must wear a valid ID badge issued by the VCU Card Office while on duty or when on VCUHS facility grounds transacting VCUHS business. The badge may not be worn by an individual other than the person to whom it was issued. Team members who are off duty and/or not working but are on VCUHS property for personal reasons may not wear or use their ID badge.

Badge Display

All team members are required to wear ID badges while working unless doing so interferes with the performance of the team member's duties (to be determined by the appropriate supervisor). Team members should wear their badge above the waist with the team member's photo and/or other data clearly visible and readable to patients, guests, and other team members. ID badges must be free of holes or decorations (i.e., stickers, pins, insignia, etc.) to avoid compromising the integrity and functionality of the badge.

Badge Holder

The ID badge holder may display small items such as recognition pins or professional affiliation or pronoun stickers/pins and include other cards so long as these items do not restrict the view of the ID badge.

Replacement Badges

Lost Identification Badges

Lost or stolen badges must be reported to the VCU Card Office immediately. Team members shall turn in outdated or damaged badges when a new card is issued or if a lost badge is located. Team members are responsible for immediately reporting a missing/lost ID badge to their leader. The leader will notify Human Resources who will inform the VCU Card Office to obtain a replacement badge. The Team member will be required to pay a replacement fee for a lost, missing or physically damaged ID badge.

Outdated Identification Badges

Individuals whose name, title or department has changed should obtain an updated ID badge. The outdated badge shall be returned at the time of replacement. Obsolete ID badges due to system-wide design changes or functional updates shall be returned VCU Card Office.

Damaged Identification Badges

Individuals exchanging a damaged ID badge for replacement will receive a new ID badge free of charge if the damage was accidental or inadvertent and the damaged ID badge is returned. Badges damaged as a result of affixing unauthorized items will be replaced at the expense of the team member.

Information Appearing on Identification Badges

Information appearing on the badge will include the individual's photo image, name (as described above), title, and department. If required; professional licensures or certifications will appear after the individual's last name (e.g., MD, RN).

Separation of Employment

Badges are the property of VCUHS and must be surrendered upon separation or upon request of VCUHS. Team members separating their employment with VCUHS must surrender their ID badges to their supervisor or the VCUHS card office on their last working day.

Violations of this Policy

1. Borrowing or lending an ID Badge to anyone.
2. Allowing unauthorized individuals into any secure area.
3. Use of an ID Badge for personal reasons (i.e., allowing friends or family entry into patient care areas)
4. Falsely stating any information when requesting an ID.
5. Purposely defacing or altering an ID Badge.
6. Failure to properly display an ID Badge while in any VCUHS facility.

Noncompliance With This Policy

Noncompliance with this policy is subject to corrective action, up to and including separation.

Exceptions

Requests for exceptions to this policy shall be reviewed by the VCUHS Chief Human Resources Officer (CHRO) and approved by the Director, Security and Safety.

Revisions (Most Recent)

Revision Date: 12/10/2024

Revision Description: Updated name requirements to best practices that are based on team member's comfort level. The policy grants flexibility of names appearing as first and last or first and last initial. Emphasizes that badges should always be worn, above the waist free, from stickers and pins. Provides how to handle badges from a team member who separates VCU Health System. Lists 'Violations of the policy'

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