



Employee and Affiliate Identification

Policy Type: Administrative

Responsible Office: VCU Human Resources, Division of Administration

Initial Policy Approved: 12/01/1993

Current Revision Approved: 1/18/2022

Policy Statement and Purpose

The purpose of this policy is to describe the employee identification system at VCU.

Virginia Commonwealth University maintains an identification system to provide an effective and efficient means of identifying employees and affiliates of the institution. Proper employee and affiliate identification helps to provide a safe and secure campus environment for employees, affiliates, students, patients and visitors.

Noncompliance with this policy may result in disciplinary action up to and including termination of employment. VCU supports an environment free from retaliation. Retaliation is prohibited against any employee who brings forth a good faith concern, asks a clarifying question or participates in an investigation.

Table of Contents

Who Should Know This Policy	2
Definitions	2
Contacts	2
Policy Specifics and Procedures	2
Forms	3
Related Documents	3
Revision History	3
FAQ	3

Who Should Know This Policy

All employees (including faculty) are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

Definitions

Affiliates

These are individuals who are affiliated with the university but are not paid employees. Affiliates may include retirees, clinical faculty, staff of temporary-help agencies and contractors who provide services to the university.

Contacts

VCU Human Resources officially interprets this policy and is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions to VCU Human Resources.

Policy Specifics and Procedures

1. **VCUCard:** The VCUCard is the official identification (ID) card for employees and affiliates of VCU and the VCU Health System/VCU Medical Center. The VCUCard includes a color photograph of the individual, the person's name and a unique account number that complies with international identification standards.

The institution will issue one VCUCard for each individual who shows proof of identity and current employment or affiliation at VCU. The card itself and the card's privileges are not transferable. The card is valid as long as the holder continues their specific affiliation with VCU. Any misuse, alteration, or fabrication of the card will subject the holder to disciplinary action by the university.

The VCUCard Office issues the appropriate type of card based on information received from VCU's Identity Access Management system. The office also provides the VCUCard Terms and Conditions to new employees and affiliates.

2. **Displaying and Using the VCUCard:** The following conditions apply to individuals issued a VCUCard:
 - Employees who work in patient care areas must display their VCUCard with photographs and names easily visible.
 - While on institutional property, individuals must carry and show their VCUCard to any VCU employee upon request. Failure to comply with a request to provide sufficient VCU identification may result in an individual's removal from the premises and/or disciplinary action.

- 3. Department Responsibilities:** Failure to comply with the following departmental responsibilities may result in liability for the department and/or the university:
- Ensure timely entry of ExpressHire for employee and affiliate ePAFs for affiliate records in the Banner HR so that a VCUCard can be issued promptly.
 - Ensure that all employees and affiliates receive a VCUCard upon employment and that they understand and agree to the ID card's uses.
 - Negotiate with university service providers for privileges associated with the VCUCard.
 - Submit online separation actions in a timely manner to remove VCUCard system access by individuals no longer employed by or affiliated with the university.
 - Ensure VCUCards issued to employees and affiliates are returned to the VCU Card Office upon separation.

Forms

There are no forms associated with this policy and procedures.

Related Documents

1. VCU Guidelines for Separating Faculty and Staff
https://insidehr.vcu.edu/media/intranethr/forms/Separating_Faculty_Staff.doc
2. VCU Guidelines for Separating Non-Benefited Employees
https://hr.vcu.edu/media/hr/documents/guides/Separating_Non-Benefited_Employees.pdf-Benefited_Employees.pdf
3. VCU Guidelines for Separating Due to Death in Service
https://hr.vcu.edu/media/hr/documents/guides/Separating_Death_in_Service.pdf
4. VCUCard Terms and Conditions <https://vcucard.vcu.edu/about-us/terms>
5. VCU Affiliate User Guide <https://wiki.vcu.edu/display/HR/Affiliate+User+Guide>

Revision History

This policy supersedes the following archived policies:

Approval/Revision Date	Title
January 16, 2009	<i>Employee Identification</i>
August 21, 2012	<i>Employee and Affiliate Identification</i>
August 10, 2015	<i>Employee and Affiliated Identification</i>

FAQ

There are no FAQ associated with this policy and procedures.