



SUNY SULLIVAN

POLICY: ID Badge Policy

DATE OF ORIGIN: 6/21

POLICY NUMBER: 4.29

DATE REVIEWED:

APPROVED: Executive Committee

DATE REVISED:

RESPONSIBLE DEPARTMENT/DIVISION:

Human Resources

As a vital part of our security system, A SUNY Sullivan identification badge with your first or preferred name, last name, photo and department will be issued to you on your first day of employment. Please advise us how you would like your name to appear in order for us to accommodate your preference; otherwise, your ID will be printed with the first name and last name as provided on your application. All employees (even part-time, adjuncts, seasonal, interns, volunteers, ect.) are required to wear an ID badge in plain view while on the SUNY Sullivan campus.

If your identification badge is lost or stolen, you must obtain a replacement. Lost or stolen cards should be reported to Public Safety, as soon as possible. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action

Upon termination, employees will be required to return ID badges to Human Resources as part of the Exit Interview.