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EMPLOYEE IDENTIFICATION CARDS

PURPOSE

1. Cards are issued to employees for identification purposes.

APPLICATION


2. These guidelines and procedures apply to all employees.

DEFINITIONS

3. **Identification Cards** contain the employee's name, picture, identification number and the employing department, board, or agency.

PROVISIONS

4. Identification cards are issued only when necessary. They are not normally issued to casual employees unless they must access Government buildings after hours.
5. Identification cards are the property of the Government. Lost or stolen cards should be reported to the employee's Finance and Administration Division.
6. Identification cards must be returned to the Government when employment ceases.
7. When an employee changes departments, their original identification card must be returned to the issuing department and their new department will issue a new identification card.
8. After documentation for new employees, or upon request, the Compensation and Benefits Officer or their designate advises the employee of the process involved in getting a picture taken and a new card issued.
9. Two pictures are taken of the employee. One picture is used for the identification card by the employee. The other picture is returned to the Department and it is placed in the employee's personnel file.
10. Expiry dates are only to be used in cases where the employee's termination date is known (i.e., casual or term employees).

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CONTACTS

11. For clarification or further information, please contact:

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