



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	IDENTIFICATION BADGES
Parent Policy:	Identification Badges
Effective Date:	June 21, 2005
Revised Date:	
Review Date:	June 21, 2015
Approving Body:	Administration: President
Authority:	Policy [Identification Badges]
Responsible Executive Officer:	Vice-President (Administration)
Delegate: (If applicable)	
Contact:	Executive Director of Human Resources
Application:	External Parties – Contractors Employees – All Employees

Part I Reason for Procedure

To set out Procedures secondary to the Policy entitled "Identification Badges".

Part II Procedures

2.1 Employees

2.1.1 The Dean/Director or Head of Administrative Unit shall determine which employees in the unit shall be required to display identification badges in plain view and the type or types available to the employees.

2.1.2 Employees who have access to the residences or random and unrestricted access to facilities shall be required to display photo identification badges for security reasons.

2.1.3 Employees whose positions require little or any contact with the public or access to other work locations might not be required to wear identification badges. Employees who normally are required to wear identification badges shall also be permitted to secure the identification badge during activities which would make it impractical to display the badge.

2.1.4 The initial costs of providing and maintaining the identification badges shall be borne by the department requiring such badges.

2.1.5 Employees who are required to wear identification badges shall have input into the type of badges, methods of affixing and displaying the badges and the information that is contained on the badges (photo identification, name, department, etc.). The type of badge should reflect the purpose of the identification (ie., customer service or security reasons) and should reflect any safety concerns (ie., working around machinery).

2.1.6 Employees in positions that require identification will be provided with an identification badge at no cost to the employee at the time of hire. This includes employees who may be short term or temporary, as well as continuing employees.

2.1.7 Should an employee's identification badge be lost or stolen, a replacement badge will be issued normally at the cost of the employee. Exceptions shall be determined by the Dean/Director or Head of Administrative Unit. Identification badges which need to be replaced due to excessive wear will be provided at no cost to the employee. Lost or stolen identification badges shall be reported to the employee's immediate supervisor as soon as possible. If an employee has forgotten to bring his/her identification badge to work, he/she must report this to his/her immediate supervisor and obtain a temporary identification badge. An employee should not lend his/her personal identification badge to any other person.

2.1.8 Employees who cease to be employed with the unit will be required to return the identification badge to the unit.

2.1.9 Refusal to wear or repeated incidents of a failure to wear an identification badge, when required, are grounds for discipline in accordance with the appropriate discipline procedure or collective agreement.

2.1.10 If an employee is required to attend work off the University premises, an employee identification badge is not required.

2.2 **Contractors**

2.2.1 Contractors and their employees whose work will take them inside University occupied locations, excluding areas open to the public, must display appropriate uniforms or identification badges. The Director of Physical Plant or the unit contracting out the work shall be responsible for establishing and maintaining a

contractor protocol to identify contractors working in University occupied locations and to notify the supervisors/Managers of a facility of their attendance in the facility.

2.2.2 The contractor shall be responsible for ensuring that each worker is displaying either a distinctive uniform or an appropriate identification badge.

2.2.2.1 Arrangements for appropriate identification badges may be made with the Physical Plant department or the unit contracting out the work.

2.2.2.2 Upon completion of the work any University supplied identification badges will be returned to the issuing department.

2.2.3 Contracted workers who are discovered without an identification badge or a uniform will be reported to the contractor or the on-site supervisor of the work and to the Physical Plant Department. Repeated violations of identification requirements may result in a cancellation of the contract with the external contractor.

2.3 **Enforcement**

2.3.1 All employees, supervisors and managers as well as Security Services personnel who are authorized to be in an area which is restricted from public access are responsible for ensuring that individuals who are not normally present in such an area have proper identification.

2.3.2 Employees authorized to be in an area restricted from public access are encouraged to determine or verify an individual's authority to be on campus or in a particular location if they are not wearing an identification badge. When requested, an employee/contractor must provide identification.

2.3.3 Deans, Directors and Heads of Administrative Units are responsible for taking the appropriate administrative action to secure compliance with this Procedure.

Part III Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of this Procedure is required.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Procedure.

Part IV Review

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is June 21, 2015.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
 - a) the President and/or Vice-President (Administration) deems necessary; or
 - b) the relevant Policy is revised or rescinded.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes:
 - a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein;
 - b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein.

Part VI Cross References

Policy: Identification Badges