



Operating Protocol & Procedure

Details:

Number: 230

Title: Employee ID Cards

Category: Employees

Office of Primary Responsibility: Human Resources

Approval Date: 1/11/16

Effective Date: 1/11/16

Revised: 5/8/19

Reviewed: Jan. 2024

Purpose:

To provide employees direction on obtaining and utilizing the college identification badge.

Applicability:

All Employees

Definitions:

None

References:

None

Attachments:

None

Operating Protocol:

All employees at Pueblo Community College must obtain and display a valid PCC employee identification badge while at any campus, site, or location. Verifying identification expedites a secure environment and authenticates whether a person is or is not an employee. In an emergency, it is important for all persons on campus to verify their status and identity.

The PCC employee identification badge will be provided at no cost and must be worn by every employee so that it is visible while on college property.

Procedure:

- By the end of the first week of employment, a new employee shall obtain a PCC identification badge from:
- a. Pueblo Campus: Welcome Center
 - b. Fremont Campus: GoZone

- c. Southwest Campus and sites: GoZone (Mancos) or other designated location

Lost/Stolen Identification Badge

- Pueblo Campus: Report to PCC Public Safety
- Fremont Campus: Report to the Executive Dean
- Southwest Campuses: Report to the Executive Dean
- A replacement badge will be issued at a cost of \$10.00 to be paid by the employee.

Upon End of Employment

- Pueblo Campus: Return ID badge to PCC Public Safety
- Fremont Campus: Return ID badge to the Executive Dean
- Southwest Campuses: Return ID badge to the Executive Dean