

Pine Technical College
Policy and Procedure

Policy Number: 113 Date: 8/12/02 Revision Date:
Division/Department: General Administration Author: Robert Musgrove
Subject: Employee Name Tags

Authorities:

Purpose:

Improving customer service and maintaining campus security require that students and visitors be able to easily identify college employees. Therefore, it is the purpose of this policy to standardize and require the wearing of employee identification badges.

Policy:

While at work at Pine Tech, PTC employees will wear, in a visible manner, either their employee photo identification card, the engraved employee name tag provided by the college or some other method clearly identifying them as a PTC employee.

Procedure:

1. Supervisors will insure that all employees in their divisions possess one or both of the standard PTC identification tags and that all employees are wearing one of those tags while at work or that they are wearing an article of uniform clothing embroidered or with a patch indicating that they are PTC employees.
2. The Information Services, Student Services and Administrative Services Divisions will collaborate to insure that all existing and new employees are issued photo identification tags.
3. The cost of the first nametag can be covered out of an employee's PTC cost center. Replacements for lost nametags must be covered by the employee.

Responsibilities:

See procedure above.

Dissemination:

Regular dissemination.

Reviewed by Leadership Team: 08/12/02
Reviewed by Faculty Senate: 09/11/0
Reviewed/Approved by Leadership Team: 09-09-02

Approved: _____ Date: 09/11/02