



SUBJECT: 400 Human Resources

Policy: 403.5 Employee Identification Cards

Effective:

Revised:

Reviewed:

It is the policy of Great Falls College Montana State University to provide picture identification cards to all personnel who request an identification card and who receive compensation from the College.

The cards are issued to provide proper identification for employees who must travel on College business and to provide identification for campus security purposes. Any other use of employee identification cards is a violation of State of Montana policy.

Individuals requesting identification cards must complete an authorization form (State ID Card Request) and have the form signed by the chair of the appropriate department and the Dean, or authorized designee. Cards will be personalized to indicate the employee's position at the College: Faculty, Adjunct Faculty, or Staff.

Identification cards for adjunct faculty members will bear an expiration date commensurate with the ending date on the current Letter of Appointment. If the Department Chair is certain the adjunct faculty member will return for the succeeding semester, the Department Chair may authorize an expiration date of the end of the current academic year. Arrangements may be made with the Assistant Registrar for issuance of the card.

Identification cards will be collected from the cardholder at the time employment at Great Falls College Montana State University terminates.