



National University of Health Sciences General Policies

Title: Employee Identification	Page	1	of	1
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<i>James Winterstein</i> President		<i>4-27-09</i> Date		

POLICY STATEMENT

Employees of the University are required to carry on their persons a laminated University Identification Card whenever they are on National University of Health Sciences (NUHS) properties.

Procedures

- Each employee shall be issued a laminated University ID card, which will contain the employee's name, picture and indicate whether the employee is staff or faculty.
- Employees should carry their University ID cards with them during working hours and while on University property.
- Lost or damaged cards may be replaced by contacting the Communications Department.
- ID cards will be returned to the employee's manager upon termination of employment.

It is the responsibility of the employee's supervisor to manage the ID card procurement and return process.