

AD28 College Identification

Classification:	Administration
Responsible Authority:	Director, Campus Services
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2005-03-09
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Date to Complete Mandatory Review:	2029-01-05

PURPOSE

To maintain an identification system for employees, students, alumni, and contractors who need access to College buildings, facilities and services.

SCOPE

All College employees, students, alumni, and contractors.

DEFINITIONS

Word/Term	Definition
Alumni	Alumni are a group of people who have graduated from a program at Algonquin College.
Card Services	College department, part of Campus Services, that manages identification card system and issues College photo identification for students, employees, alumni, and contractors.
College Administrator	A College Administrator is an administrative employee appointed to a position that gives them authority to review and approve financial and/or human resources related transactions. College Administrator are categorized as follows: Category 1 College Administrators: The President and Chief Executive Officer, Senior Vice President and Vice Presidents Category 2(A) College Administrators: Associate Vice Presidents, Chief Financial Officer, Chief Digital Officer, Executive Directors Category 2(B) College Administrators: Deans and Directors Category 3: College Administrators, Academic Chairs, Associate Chairs, and Associate Directors, Senior Managers and Managers

	College Administrators exclude Administrative Employees without a management title and without people reporting to them.
Contractor	A person or company that undertakes a contract to provide materials or labour to perform a service or do a job.
Security Services	Security Services is a department within Risk Management tasked with monitoring and addressing safety and security concerns impacting the College campus community.

POLICY

1. Card Services will establish an identification system for College employees and students. Contractors may be provided identification at the request of a College Administrator, dependent on the specific nature of their activities. Alumni may request an identification card to access College services.
2. Identification cards may be used to provide access to buildings and facilities, to obtain various College services, and to access transit for Ottawa Campus students. Identification cards serve to verify, for College personnel and clients, that a person is a College employee, student, alumni, or contractor.
3. Employees and students will obtain a College photo-identification card at the beginning of employment or academic activities. All current employees and students will maintain a valid photo identification card.
4. While on any property owned or occupied by the College, the College photo identification card can be requested by Security Services or College employees. In instances where a College identification card is not available, reasonable alternate means of identification will be accepted. Failure to provide College Identification when requested by Security Services, could lead to disciplinary procedures under SA-07 (for students) and HR-18 (for employees).
5. The College photo identification card is the property of Algonquin College and is governed by the terms and conditions outlined on the Card Services website. This card must be surrendered at the request of an Algonquin College official. <http://www.algonquincollege.com/card-services/>
6. Cardholders wishing to utilize their card for access to restricted College facilities must consult with their immediate supervisor or academic chair who will make appropriate arrangements with Security Services.
7. A fee will be charged for a replacement identification card if lost or stolen.

8. One (1) piece of government issued photo identification for identity validation is required to be provided to obtain a College photo-identification card. Should government issued photo identification not be available, the Manager, Parking, Lockers, and Card Services will validate identity through reasonable means, as required.

PROCEDURE

	Action	Responsibility
1.	New Employees	
1.1	Instruct new full-time and part-time employees to complete the online request form, found on the Card Services website.	Departmental management
1.2	Ottawa Campus employees: Once form is completed, New Employee visits Card Services with government issued photo ID, to Card Services Office to complete card production.	Card Services Office
1.3	Perth & Pembroke Campuses: The Administration Office will coordinate ID production/card pick-up with the Card Services Office.	Administration Office
2.	Current Employees	
2.1	Fill in the Online card request form on the Card Services Office website to obtain or replace a College photo-identification card.	Full-time and Part-time Employees
3.	Students	
3.1.	Submit a photo online for their identification card. Once notification is received that photo is approved, pick card up at Card Services location or administrative office at Perth or Pembroke campus. One valid government issued photo identification is required at time of card pick-up.	Student
3.2	If government issued photo identification is not available, identification will be verified by other reasonable means.	Manager, Parking, Lockers, and Card Services
4.	Alumni	
4.1	Fill out online application form, and select preference to pick card up on campus, or have card mailed to a preferred address.	Alumni
4.2	Once card is ready for pick-up, or has been mailed, notify alumni.	Card Services
5.	Contractors	
5.1	Submit Contractor Card Request	College Administrator
5.2	Produce contractor cards and notify requestor when ready for pick-up.	Card Services

6.	Card Holder Facility Access	
6.1	Request access to restricted College facilities from the immediate supervisor or academic chair.	Card Holder
6.2	Contact Security Services, as necessary, to make arrangements for employee or student access to restricted College facilities.	Card Holder
7.	Lost or Stolen Identification Cards	
7.1	Report lost or stolen identification cards to the Card Services Office as soon as it is noticed. Cards used for access purposes must also be reported immediately to Security Services.	Card Holder
7.2	Upon request, produce replacement identification cards.	Card Services

RELATED POLICIES

AC05: Use of Service Animals on Campus
 HR18: Employee Code of Conduct
 HS01: Occupational Health and Safety
 SA07: Student Conduct

RELATED MATERIALS

Card Services website <http://www.algonquincollege.com/card-services/>