

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0455.02
Title:	Staff Identification Cards	
ITPNZ Standard:	4 Staff Selection, Appraisal and Development	
Policies Committee	Approval Date: 23 Oct 08	Effective Date: 23 Oct 08
Previous Policy Number	n/a	Review Date: as required
Contact Authority:	Director: Organisational Development	Status: Current

Purpose To provide guidelines for the provision of Staff Identification Cards.

Background This policy acknowledges the need to provide ID Cards for staff. ID Cards are required for library access, for security purposes and identification on and off campus.

Statutory Compliance

National Guidelines

Policy and Procedures

Policy

1. Otago Polytechnic will provide all staff with a card that identifies them as a staff member.
2. All staff ID Cards will be issued by OPSA on production of suitable personal identification, eg Valid Drivers licence, Passport etc, and verification that the person is employed by Otago Polytechnic (by Manager's signature).
3. The ID Card is the property of Otago Polytechnic and will display the following details:
 - Staff member's photo
 - Staff member's name
 - Position title
 - School/Department
4. The ID Card will also be used as the Robertson Library card.
5. The ID Card will also be used as an Otago University Library Card, once validated by the University.
6. ID Cards remain the property of Otago Polytechnic and must be returned when employment ends or at the request of a Senior Manager.
7. Photos taken for identification cards may be displayed on the online phonebook along with the staff member's contact details.
8. Staff are encouraged to display their ID Cards are all times while working

Procedure for obtaining an ID Card

1. Obtain, complete, sign and have your Head of School/Manager sign the HR551 Application for Staff ID Card form.



2. An online version of the HR551 Form is available on Insite.
3. OPSA is open Monday to Thursday 9.00 am to 5.00 pm and Friday 9.00 am to 3.00 pm for processing requests for ID Cards. Staff may experience queues at the beginning of each semester due to student ID processing.
4. OPSA will issue an ID Card upon receipt of the completed form HR551 Application for Staff ID Card.

Referral Documents

Delegation of Procedures





STAFF DETAILS FOR STAFF ID CARD

The following information will appear on your ID CARD *(please print in BLOCK letters).*

Name: _____

Position: _____

School / Department: _____

Employee number: _____ *(please refer to payslip if not known)*

Declaration:

I declare that I am an employee of Otago Polytechnic and the above details are true and accurate.

Signed:

(Name)

_____/_____/_____
(Date)

Verified:

(HOS / Manager)

_____/_____/_____
(Date)

OPSA USE ONLY

Type of ID Provided: _____

ID# _____

Card Provided by: _____
(Signature)

_____/_____/_____
(Date)