

IDENTIFICATION (ID) BADGE POLICY

PURPOSE

The purpose of this policy is to establish a system that provides constant and quick identification of staff to patients, visitors, and other employees. In addition, the system provides:

- Communication with automated time and attendance systems;
- Authorized entry into buildings, offices, and parking;
- A tool for campus security; and
- Employee identification for transacting business on campus (e.g., check cashing, parking payments, pharmacy payments, and discounts at cafeteria), and participating in institutionally sponsored events and activities held on or off campus.

POLICY STATEMENT

It is the policy of The University of Texas MD Anderson Cancer Center (MD Anderson) to issue an identification (ID) badge to each employee and to all temporary agency and contractor personnel. Educational appointees, official guests here as observers, and vendors will also be issued ID badges. ID badges must be worn in a highly visible manner while on property owned or under the control of the institution. ID Badges may not be traded, loaned or shared. The ID Badge is worn only by the person to whom it was issued.

SCOPE

This policy applies to all employees regardless of status or classification to include faculty, students and trainees, and contingent Volunteers must also wear ID Badges. However, they are not covered by this policy. But rather by Volunteer Services Departmental Guidelines.

DEFINITIONS

Credentials: Standard acronyms indicating licensure, registration, certification, or graduate degree required by the employee's position or pertinent to the work performed (e.g., CPA, CRNA, DDS, DVM, LVN, MD, MSW, MT(ASCP), PA, PhD, RN, RPh). Due to space limitations, no more than three acronyms may be listed on a badge. Only Master's or Doctorate level degrees are displayed on the badge.

Department Name: The name of the department to which the employee is assigned, as shown in the People Soft database.

Employee Identification Badge: A plastic badge containing a photograph, the department, job title, credentials, and employee's name. A preferred first name may be added at the request of the employee and at the discretion of the Human Resources Service Center (HRSC). Last names may only be displayed as they are shown on the employee's Social Security Card.

Contingent Worker Identification Badge: A contingent worker is any contractor, agency temporary, service provider or other non-MD Anderson employee who is working on MD Anderson property. Contingent workers on site more than 30 days, or who need security access, will be issued the same type ID badge as employees. Contingent worker ID badges will display the job title as the name of his/her employer or his/her role at MD Anderson Cancer Center. The badge will include the department name shown that is the requesting MD Anderson department. Contingent workers must have state ID or drivers license to receive a plastic badge. Contingent Worker badges expire one year from the date of issue. A lapse in service will require a new badge request.

Contingent workers on-site 30 days or less, who do not need security access, are issued paper ID badges identifying the wearer as a contingent worker. Departments may order paper ID badges from the HRSC, and may maintain a stock in their departments. Paper ID Badges are issued during departmental orientation and retrieved by the department at the end of the worker's assignment.

Educational Trainee Appointment ID Badge: A plastic badge issued to educational appointees such as, residents, clinical fellows, rotating physicians and non-physicians, postdoctoral fellows, professional fellows, research interns, School of Health Sciences (SHS) students, summer program and other students, and observers. Educational appointees' badges resemble a regular employee badge with a capital "T/C" added for "Clinical Trainees," a "T/R" for "Research Trainees," and "SHS" for SHS students. If an educational appointment is less than for a period of one month and designated an official visitor, TAA will issue paper ID badges. All educational appointment regular ID badges are authorized by the Department of Trainee and Alumni Affairs and the SHS. Plastic ID badges are issued by Human Resources (HR). Retrieval is the responsibility of TAA and the SHS, respectively.

Guest/Vendor Badge: The department arranging for a guest or vendor to be at MD Anderson is responsible for arranging for a badge. A paper badge authorizing the wearer as a temporary visitor can be requested from HR. These badges last for one month. Retrieval is the responsibility of the using department. If a guest or vendor will be on premises for a period greater than one month, even if intermittently, a plastic badge may be requested using the contractor request form.

PROCEDURE

1.0 Issuance

- 1.1 Badges are authorized based on the HRSC receiving a request from one of the following:
 - A. **Classified and Administrative Staff** - Staffing Department.
 - B. **Faculty** - Office of Faculty Academic Affairs.
 - C. **Educational Appointees** - Trainee and Alumni Affairs.
 - D. **Contingent Worker/Other** - Any department using the "Electronic Contractor Badge ID Form" (located at the top of the screen on the Institutional Directory), routed for appropriate signatures.

- 1.2 **Contingent Workers or Guests/Vendors** - The requesting department completes a contract ID badge form. The form is accessed via a button located in the Institutional Telephone Directory. The using department retrieves the badge at the end of the worker's assignment and returns it to HRSC. Allegis will make badge requests for contractors engaged through Allegis.
- 1.3 HRSC issues the original badge and holder at no cost. Replacement badges can be ordered electronically through the Employee Badge Form located at the top of the screen on the Institutional Directory. A replacement badge is issued at no cost to the employee when an employee's name, department, or certification changes. There is no charge to replace a non-functioning badge, or for first time lost, stolen or damaged badges.
- 1.4 Employees requesting replacement badges to add new educational or professional credentials should have those credentials verified. For Educational credentials, see the [Employee, Trainee, Faculty and Applicant Educational Credentialing Policy \(UTMDACC Institutional Policy # ADM0283\)](#). Required licensure, certification, or registration will be verified as per the [Licensure, Certification and Registration Policy \(UTMDACC Institutional Policy # ADM0313\)](#). Professional credentials not covered by the [Licensure, Certification and Registration Policy \(UTMDACC Institutional Policy # ADM0313\)](#) are verified by the employee's department management. Management contacts FAA, TAA or the HRSC, depending on the category of the employee, and confirms the new professional credential, and provides documentation. Any supporting documents are maintained in FAA, TAA, or the HRSC, as appropriate.
- 1.5 If replacement badges are needed for ten (10) or more employees, please contact HRSC so arrangements can be made to obtain the necessary information.
- 1.6 Paper ID badges are issued by departments to contingent workers, vendors, visitors and guests. Departments can obtain a supply of these badges from the HRSC.

2.0 Badge Display

- 2.1 Badge holders must wear the ID badge at all times while on property owned or under the control of the institution.
- 2.2 The badge must be worn on the upper chest and be clearly visible to someone facing the wearer. The badge must be worn horizontally so that patients, guests and fellow employees can easily read it.
- 2.3 ID badges must be free of decoration. The ID badge holder may display small items such as recognition pins or professional affiliation pins; but such items must not restrict the view of the ID badge.
- 2.4 The plastic ID badge holder may include other cards (for a list of recommended Institutional badge cards, please see the attached [List of Badge Cards](#)). However, such cards must not restrict the view of the ID badge and must not contain a magnetic strip (e.g., credit card).

3.0 Monitoring

- 3.1 Noncompliance is subject to disciplinary action, up to and including termination.
- 3.2 Any employee encountering an unknown person without proper identification in a non-public area should offer assistance. If the employee has any doubt as to the person's response or demeanor, The University of Texas Police Department (UTPD) should be notified.

- 3.3 If the worker has a non functioning badge they should be directed to Human Resources or the University of Texas Police Department.

REFERENCES

[Contractor Badge Request.](#)

[Employee, Trainee, Faculty and Applicant Educational Credentialing Policy \(UTMDACC Institutional Policy # ADM0283\).](#)

[Licensure, Certification and Registration Policy \(UTMDACC Institutional Policy # ADM0313\).](#)

[List of Badge Cards.](#)

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