

POLICY NAME:	Photo Identification Badges	REVISED DATE:	March 2019
POLICY NUMBER:	HR 603	ISSUE DATE:	January 1987
SECTION:	Human Resources	REVIEW DATE:	March 2019

POLICY:

Every staff member of the University of Chicago Medical Center (UCMC) must obtain a photo identification badge at the time of employment. All contractors (including agency staff, temporary workers), vendors, students and volunteers on UCMC premise must obtain a designated identification (ID) badge/card at the start of their contract/visit/service. Every staff member, contractor, vendor, student and volunteer must wear their designated ID badge/ID card while on UCMC premises. The ID badge/ID card must be worn at all times clearly visible on the front upper torso of the body while on Medical Center premises.

Employee supervisors and managers must inform departmental personnel of this policy and enforce the proper display of badges. Project Managers are responsible for contractors knowing and following this policy.

PURPOSE:

The purpose of the policy is to facilitate security screening of people entering our Medical Center and personnel working here. The policy provides guidelines that must be followed to ensure the safety of our patients, our employees, and visitors. Identification badges provide a method to distinguish UCMC employees, contract workers, vendors, students, volunteers, and guests. Designated ID badges also provide access to restricted areas within the hospital. Wearing the UCMC photo ID badge is pivotal to our security plan.

DEFINITIONS:

Contractor refers to a person or company that undertakes a contract with UCMC to provide labor or perform a service.

Photo ID Badge/ID Card refers to a badge displays the employee, contractor, student or volunteer's name, photo, title and serves to identify the individual wearing the badge. The UCMC Photo ID badge contains the person's access profile to specific, secure areas. The ID badge is the property of UCMC. Vendors must obtain and wear a Vendor Visitor ID card during their visit.

Vendor refers to a person or company offering something for sale.

GUIDELINES/PROCEDURES:

Occupational Medicine clearance may be required before the Hospital will issue an identification badge to select personnel. See HR 209 for definition of Personnel.

Public Safety staff or management may challenge personnel at work without proper identification and will, if necessary, escort such personnel to the Security Communication Center in Room M-043 for verification of employment/contract/student status or volunteer service. Verification will require the presence of the personnel member's supervisor or department head or project manager. Public Safety will note such occurrences.

The loss of a photo ID badge poses a potential security risk and must be reported immediately by the personnel member to his/her supervisor or department head or project manager and to the **Public Safety Communication Center** at **2-6262**. Personnel must go to Public Safety to obtain a temporary ID badge before going to their work areas; the badge is good for three (3) days. Thereafter, a written confirmation of employment/contract/student status or volunteer service by a supervisor or department head or project manager is required for Public Safety to replace the person's lost photo ID badge.

An employee who finds an identification badge should promptly return the badge to the nearest Public Safety Officer.

The passing of UCMC photo ID badges to another employee or non-employee is strictly prohibited when used for the purposes of gaining unauthorized access rights or clocking in/out (time recording) for another employee.

Employees may not use their photo ID badge to access non-work areas during non-work time.

Employees who change status or are transferred may be required to obtain a new photo ID badge for access rights to restricted areas within the hospital.

Employees placed on suspension must surrender their photo ID badge to their manager and/or Human Resources on their last day on premise.

A staff member who fails to comply with this policy is subject to progressive corrective action, up to and including discharge. The staff member's supervisor is responsible for the progressive corrective action administration and record for each staff member.

The photo ID badge is the property of UCMC and must be surrendered to the supervisor when employment with UCMC is terminated.

The Senior Vice-President and Chief Human Resources Officer and Vice-President, Facilities, Design and Construction are responsible for the implementation, interpretation, and revision of this policy. All UCMC employees are responsible for the implementation of this policy.

REFERENCES:

S03-10 Security Management Plan
A00-23 Occupational Health Screening
HR602 Dress and Personal Appearance
HR 314 Pay Recording
UChicago Medicine Vendor Credentialing Program

CROSS-REFERENCES:

None

ATTACHMENTS:

Issued: January 1, 1987 Photo-Identification Badges

Revised: December 1992, February 2000, October 2004, October 2005, November 2009, March 2019

Reviewed: October 2004, November 2012, March 2016, March 2019

EFFECTIVE DATE: March 2019

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