EMPLOYEE RESPONSIBILITIES REGARDING USE AND MAINTENANCE OF ID CARDS

Section I.
Employee ID cards are and will remain the property of the TAMU-SA. After an employee has been issued an ID card, the employee shall:

- Have the ID card in the employee’s possession while on TAMU-SA property or while performing job-related duties for the TAMU-SA.
- Not use the ID card for any purpose other than the purposes specifically defined in ID Office standard operational procedures.
- Maintain the ID card in good condition, avoid contact with surfaces that can scratch or cause accelerated wear, and avoid placing an ID card in the proximity of magnetic sources or fields.
- Not trim, fold, or otherwise deface or alter the ID card from its original appearance.
- Maintain the ID card in a secure location to protect against loss, theft, or unauthorized use.
- Not loan the ID card to another individual for any reason and not use another employee’s ID card for any reason.
- Immediately report the loss or theft of the ID card or the recovery of a lost or stolen ID card to the ID Office.
- Return the ID card to their immediate supervisor upon termination or resignation.

Upon separation of employment, the ID Office shall destroy the ID card by cutting it in half over the magnetic strip. This includes contracted employees and retirees whom, upon separation, no longer require access to TAMU-SA facilities. A retiree’s ID card is a courtesy and it is not valid for accessing TAMU-SA premises. A retiree may retain the retiree ID card indefinitely.

Section II.
All employees are responsible for the appropriate use of their ID card. TAMU-SA and the ID Office shall not be responsible for the inappropriate use of an ID card. An employee may be held responsible for any unauthorized use of the employee’s ID card if an investigation indicates fraudulent use or the exercise of careless security.
If an ID card is suspected lost or stolen, the employee shall:
- Report immediately in writing to the ID Office when suspecting an ID card has been stolen or lost.
- Request in writing to the ID Office to obtain a replacement ID card.
- Pay the corresponding replacement ID card fee.

After receiving a report from an employee, the ID Office shall immediately deactivate the lost or stolen ID card preventing building access at any TAMU-SA facilities, purchasing at any of the TAMU-SA stores, or any other functional use on TAMU-SA campus. This procedure shall be followed for all ID cards reported as lost or stolen. The ID Office may issue the replacement card utilizing the same photo in file. The ID Office shall deliver replacement card to employee only.