



---

<b>SUBJECT:</b>	Identification Badge
<b>POLICY NO:</b>	VIII:26
<b>APPLICABLE TO:</b>	All Employees
<b>PAGE NO:</b>	1 of 2
<b>EFFECTIVE DATE:</b>	February 15, 1996
<b>REVISION DATE:</b>	August 1, 2018 (due to name change)

---

I. POLICY:

Employees, non-employees, vendors/contractors, and temporary staff of the Hennepin Healthcare Research Institute (HHRI) must visibly wear a HCMC issued Photo-ID badge/Role Tag at all times when working for HHRI and/or on HHS campuses.

II. PURPOSE:

The ID Badge/Role Tag should:

- Allow easy recognition of all who work/provide services at HHRI;
- Provide quick, positive identification of staff in disasters or other emergencies;
- Provide access for secure areas to appropriate individuals; and
- Reduce the number of cards staff must carry for various work related functions.

III. PROCEDURE:

1. The Hennepin County Medical Center (HCMC) Security/Parking Office will issue authorized Photo ID Badges/Role Tags.
2. Human Resources will complete the necessary ID#s on the Photo ID Form and give it to the new employee to complete the rest of the Photo ID Form and present the document to the HCMC Parking Office in order to have Photo ID Badge/Role Tag issued.
3. Vendors/Contractors – Badges are available from the HCMC Parking Office located in RL.150 and should be issued as follows:
  - a. Any Vendor/Contractor that will be working in HHRI on a regular basis (more than two (2) months) will be required to have a Photo ID Badge/Role Tag issued.
  - b. Temporary Vendors/Contractors (working less than two (2) months) will be issued a temporary badge which will have no door access.
  - c. A Vendor/Contractor who has lost a Photo ID Badge should immediately obtain a replacement badge from the HCMC Parking Office in RL.150. There is a charge for lost badges.
4. Replacement - Badges will be replaced at no cost to the employee when the badge holder experiences a change in status such as name, title or department/division. Lost badges will be replaced for a fee to be paid by the employee at the time the new badge is issued. Damaged badges will be replaced at no cost to the employee if the old badge is returned. If an employee reports to work without their Photo ID Badge/Role Tag, he/she must contact the HCMC Security/Parking Office for a temporary badge.
5. Terminations - Individuals are required to return their Photo ID Badge/Role Tag to their immediate supervisor on their last day of employment or assignment. The immediate supervisor must return the terminated employees' Photo ID badge/Role Tag to the HCMC Security/Parking Office.

#### IV. GUIDELINES:

1. The Photo ID Badge/Role Tag should be worn at chest height. Lanyards must be short enough to keep the badge at chest-height and must have a break-away feature for safety. Lanyards cannot include any advertisements other than for HHS or its affiliates.
  - a. The front side of a Photo ID Badge/Role Tag will contain the HCMC Logo and the individual's photograph, name, credentials, and title. The Role Tag will state "RESEARCH".
  - b. Employees will have the option of displaying their first and last name, or their first name and last initial. Employees may use a commonly used derivative of their first name, but may not use slang nicknames.
  - c. The reverse side will have the card's date of issue, PS # and HHRI#. There will be a bar code and magnetic stripe (functional for eligible employees only).
2. The front of the badge must be visible at all times, worn on the outer most layer of clothing (not in your chest / pen pocket or hiding under a jacket).
3. The badge itself cannot be defaced with stickers or other attachable objects. Badges are not to be altered in any way. An altered badge is not a valid HHRI badge.
4. Badges are intended to be used only by the employee, non-employee, vendor/contractor, or temporary staff to whom the badge was originally issued.
5. Badges are to be removed when leaving campus, and are not to be worn outside of HHRI/HHS campus unless performing services on behalf of HHRI at an off-site location.