

# Arkansas State University - Jonesboro

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**Effective Date: 07/01/93**

**Number: 07-03**

**Section: Human Resources**

**Subject: Identification Cards**

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The University provides all students, faculty and staff with an identification card.

1. There are two categories: student and faculty/staff.
2. The category of the cardholder is printed on the card to further identify the person as student, faculty, or staff.
3. A generic type of identification card is available for temporary personnel and certain student employees.
4. A valid identification such as a driver's license, state ID, military ID or passport is required at time of issuance of ASTATE OneCard.

## REGULATIONS

1. Various departments have in-house policies for their employees which include guidelines as to when their employees are required to wear ID cards while performing their day-to-day responsibilities. The University provides appropriate clips or holders for employees who are required to wear ID cards.
2. Personnel who lose their ID cards are required to have a duplicate made. A \$20.00 assessment will be made for card replacement.
3. The employee should turn in their ID card to their supervisor upon termination of employment.

Revised on 03/24/14.