



Lehigh University Human Resources Policy

Policy Number: 206
Effective Date: 6/1/2005
Revisions:
Applicability: All Faculty and Staff

IDENTIFICATION CARDS POLICY

Purpose:

Policy on eligible employees receiving Lehigh University ID cards

Policy:

Lehigh University issues University ID cards to salaried faculty and staff, adjunct and visiting faculty, visiting research engineers, research scientists, research associates, and research engineers even though they may not receive full University benefits.

Procedure:

A card may be obtained at the **ID Card Office** in the Ulrich Student Center only after demographic and employment data about the new employee has been entered into the Lehigh Banner System. A photograph will be taken and an ID card will be available the same day.

The ID office is open Monday through Friday, 8:30 a.m. to 4:00 p.m. Contact the office at 610-758-5843 for hours of availability during academic breaks and summer months.

Faculty and Staff

All salaried faculty and staff members will receive an official University ID card. If there is a status change (new dependent, spouse, name change), the employee should obtain an updated ID card. There will be no fee for replacement cards for status changes. A \$10 replacement fee does apply to lost or stolen ID cards.

Adjunct Professors and Visiting Research Engineers/Scientists/Scholars

Adjunct and visiting faculty, visiting research engineers and scientists, visiting research scholars, and visiting research engineers do not receive full University benefits but are entitled to a University ID card.

Wage Employees, Contractors, and Consultants

Wage employees, outside contractors, and consultants are not entitled to a University ID card.

Spouse/Domestic Partner Cards

Any spouse or domestic partner of a salaried faculty or staff person may receive a University ID card.

Leaving the University

ID cards remain the property of Lehigh University and must be surrendered to the University upon request. Individuals ending their employment with Lehigh must return the ID card to the ID Office or Human Resources during an exit interview.

Inquiries concerning exceptions to the policies and procedures should be made to the ID Card Office.

For more information on ID cards see <http://www.lehigh.edu/~inluid/>.

Keywords: ID, Gym, Library