

ID Card Procedures for Non-Employee Affiliates of The University of Scranton October 2015

I. Purpose

The University of Scranton is an open campus, open to all guests and visitors. This procedure is designed to improve campus safety and security by defining access control procedures for Non-Employee Affiliates, who are either formally volunteering or performing work at The University. This procedure will utilize mechanisms such as authorization for work, personnel identification, access management, and coordination/monitoring procedures to facilitate a non-employee affiliate's activities while protecting University employees, students, faculty and property. Note that access to residential buildings on campus will be extremely limited and blanket access to all swipe-protected buildings will not be provided to any non-employee affiliate, under any non-emergency circumstances.

II. Definitions

- A. Non-Employee Affiliate** - A non-employee affiliate is a person who is either formally volunteering (Volunteer) or performing work (Service Provider) at the University.
- A. Volunteer** - A person who is formally volunteering their services under direct supervision of a University Department, either on a long term or short term basis.
- B. Service Provider** - A Service Provider is any company that has been contracted by The University to perform work or supply goods that requires access to campus buildings to complete the service. A Service Provider may fall into any one of the below categories:
- 1. General Contractor, Large Construction Projects-** General Contractor is identified as the firm responsible for site management and oversight of any large construction or renovation project on campus. The General Contractor is under a contractual agreement directly with The University and is responsible for all subcontractors on the project.
 - 2. Contractor-** Contractor is directly contracted by The University for small to medium sized construction, repair and service projects.
 - 3. Regular Service Provider-** Regular Service Providers include those Service Providers that perform on-campus work or deliveries on a routine basis (e.g. monthly, weekly, daily).
- B. Visitor-** Visitors include Service Providers on non-routine professional university business, including consultants, guests and attendees for pre-bid meetings.
- C. Departmental Point of Contact** - A Point of Contact is a representative employee of The University overseeing a contracted service or other event requiring non-University personnel access.
- D. Off-Hours:** Under the scope of this procedure, off-hours refers to times after normal business hours, weekends and/or observed holidays. Normal business hours include- 8:00 AM to 5:00 PM Monday to Friday. Weekends are defined as after 5:00 PM Friday through 8:00 AM Monday.

E. Identification/ID Badge: Identification badges referenced under this procedure include:

1. **University ID/Royal Card-** Individualized card provided to employees directly hired by The University.
2. **Non-Employee Affiliate ID Card-** Individualized card provided by The University to an individual employed by a Service Provider, or a University volunteer who is formally volunteering their services under direct supervision of a Department, either on a long term or short term basis.
3. **Visitor Card-** A generic card issued to the visitor by The University who are staying on campus on a temporary basis.

III. Responsibilities

A. Departmental Point of Contact: The Point of Contact is responsible for:

- Notifying the Service Provider of this procedure;
- Authorizing the scope of work to be performed as well as coordinate dates, times and locations work will be performed;
- Identifying access restrictions as required by University policies and procedures;
- Facilitating the completing of the ID Card Application to enable acquisition of ID Card including:
 - Completing the Departmental Point of Contact section; and
 - Obtaining the approval of Academic Dean or Administrative Division Head
- Coordinating with University Departments that may be impacted by this work. Impacted Departments may include, but are not limited to, University Police, Facilities and Operations, Technology Support Center, IT Development & Applications (Royal Card Office), and Residence Life.

The Point of Contact's department/division is responsible for ensuring all providers are accounted for while onsite, in the event of an emergency, therefore, an Academic Dean or Administrative Division Head approval for ID card access is required.

B. University Police will act as the access control point for non-employee affiliates outside of the hours provided by ID card access. University Police should direct any questions to the Service provider's Departmental Point of Contact.

C. IT Development & Applications (ITDA): ITDA will issue individualized identification cards to authorized employees of Service Providers or Volunteers via the Technology Support Center and provide a means for access limitations for swipe access of these badges. ITDA must review all applications before a card is issued. This may take up to 3 business days.

D. Service Provider: The Service Provider will be required to follow this University Procedure and inform employees of the procedure's elements. The Service Provider is responsible for performing background checks of employees that have requested University ID Cards. Each Service Provider may identify one or more authorized employees that are routinely assigned to The University. If the employee's application for Non-Employee Affiliate ID Card (Attachment 1) is approved, the authorized employee will be issued a University Service Provider ID with pre-programmed access.

- E. **Volunteer** – A volunteer is required to follow this University Procedure and any other University Procedures with regard to background checks. If application for Non-Employee Affiliate ID Card (Attachment 1) is approved, the Volunteer will be issued a University Service Provider ID Card with pre-programmed access.
- F. **General Contractor, Large Construction Projects:** The General Contractor shall be responsible for the security of their jobsite, including ensuring a system for accountability and access of workers and visitors remains in place while under control of the building. The University Contractor Access Control Procedure will be implemented for the facility when a designated project milestone is reached (e.g. acceptance of the facility by The University or provision of the Certificate of Substantial Completion). Once The University does acquire a building, any contractor, subcontractor or service provider will be required to comply with the provisions of this procedure and complete an application for Non-Employee Affiliate ID Card (Attachment 1).

IV. Procedures

- A. **Compliance Statement:** Prior to issuance of the Non-Employee Affiliate ID Card, the Volunteer or Service Provider will be required to review and agree to a compliance statement acknowledging the purpose and importance of the procedure and all of its elements, including adherence to the procedure. The compliance statement will also be reviewed and agreed upon by the University Point of Contact. The compliance statement will be found on the application for Non-Employee Affiliate ID Card (Attachment 1)
- B. **Obtaining a University Non-Employee Affiliate ID Card:** A Non-Employee Affiliate may apply for a University Non-Employee Affiliate ID Card through the University Point of Contact and Technology Support Center, utilizing the application form found in Attachment 1 of this procedure. Upon approval, the person to receive the Card will report to the Technology Support Center to have his/her photograph taken and ID issued. ITDA must review all applications before a card is issued. This may take up to 3 business days. Cards will not be issued to the applicants by the Technology Support Center until approved by ITDA. Such cards are University property, non-transferable and are valid for no more than 6 months from issuance. If the length of the volunteer's affiliation with The University and/or the term of employment for the employee with the service provider is less than 6 months from date of card issuance, the expiration will occur at the conclusion of the affiliation/employment.
- ~~C.~~ **Renewal of Card** – At the expiration of the non-employee affiliate ID card, the originally-granted swipe access to all swipe-protected University buildings will cease. At that time, re-application will need to be repeated for card renewal.
- D. **University Services Provided to Non-Employee Affiliate** -
 - 1. **Door Access** – For individuals with a Non-Employee Affiliate ID Card, card-swipe access will be provided to the secured buildings in which the volunteer or service provider will be volunteering/working. The access will be provided for only those hours of the day for which the individual has need to enter the building(s), as provided on the **Application for Non-Employee Affiliate ID Card** (Attachment 1).
 - 2. **Other Royal Card Services** – no other services, as provided to those holding staff, faculty and student ID cards (Royal Cards), will be provided to non-employee affiliates.

- E. Access Management:** Access management mechanisms that may be implemented by the Point of Contact through this procedure include:
1. **Card Access Restrictions-** Access provisions may be programmed into the individual's Service Provider ID to limit days, times and locations where access may be permitted. Restrictions will be determined by the Point of Contact and indicated on the **Application for Non-Employee Affiliate ID Card**. Note: IT reserves the right to consult with Human Resources, University Police and/or General Counsel on the Service Provider's desired access. Access may be modified as a result of such consultation.
 2. **Entry Denial/Restriction-** At the discretion of The University, access to certain campus areas may be denied or restricted. This may include large University events, student activities, security concerns, etc.
 3. **Access Protocols-** In the event the designated time or location restrictions may inhibit the Service Provider's work, the Point of Contact must contact ITDA (Royal Card Office) to facilitate/approve the allowance on a case-by-case basis. This will be done by way of an amended **Application for Non-Employee Affiliate ID Card**.
- F. Lost ID Cards:** In the event of a lost ID, the individual is to immediately notify the Point of Contact who will in turn contact the Technology Support Center, to authorize issuance of a new one. A lost Non-Employee Affiliate ID will require the individual to perform the steps outlined in Section IV.B of this procedure. The Service Provider may be charged at the rates specified on the **Application for Non-Employee Affiliate ID Card** at the time of loss.

V. Violations of the Procedure

Transfer of Non-Employee Affiliate ID Card to another person/employee is grounds for revocation of card as well as revocation of authorization to be on University of Scranton property. Non-compliance with any element of this procedure by the Volunteer, or Service Provider or any of its employees, including but not limited to, misuse of ID (e.g. displaying or not using ID, transferring of ID to another individual, fabrication or alteration), non-adherence to time and location restrictions, or non-conformance with any University rule, may result in actions against the Service Provider.

VI. Service Provider/Temporary Identification Card Specifications

- A. Non-Employee Affiliate ID Card** will be of portrait orientation, and will include the following:
1. Photograph of the individual taken by Technology Support Center
 2. White and red contrasting background with the following demarcations :
 - a. Individual's full name
 - b. University of Scranton watermark
 3. The Primary Point of Contact's campus department
 4. ID Number
 5. Expiration date
 6. Magnetic Strip

Attachment 1
University of Scranton Non-Employee Affiliate ID Card Application

IT Development & Applications (ITDA) will authorize Non-Employee Affiliate ID Cards for approved Volunteers and Service Providers in accordance with ID Card Procedures for Non-Employee Affiliates of The University of Scranton. A person desiring an ID Card for the purpose of access to swipe-protected buildings must be sponsored by a University Department.

Please note: ITDA must review all completed applications before card is issued. THIS MAY TAKE UP TO 3 (THREE) BUSINESS DAYS. Card will not be issued to applicant by the Technology Support Center until approved by ITDA. Please see instructions on how to remit completed application on page 8. Applicant will be contacted when card is approved and must visit the TSC to get photo taken and receive card, Monday-Friday between 8:30 a.m. and 4:30 p.m.

ACCESS REQUESTED

In the table below, list each Campus Building to which you are requesting access, and the time(s) of day for which you need access – (Note: Access to residential buildings will be extremely limited.):

Building	Time of Day

Reason for Access Being Requested:

Start and End Dates for Which Access is Needed (Note: Total length of time can be no longer than 6 months):

COMPLIANCE OF THE PARTIES

This Agreement is effective upon signatory approval from the parties and will remain effective for 6 months from the date of approval, or the End Date specified above, whichever comes first.

As a University Departmental Point of Contact I certify:

1. The Non-Employee Affiliate applying for this card needs access to the buildings listed above, at the times of day specified, for the length of time specified, for the reason described above, in "*Reason for Access Being Requested*";
2. During the term of this agreement, as specified above in "*Start and End Dates For Which Access is Needed*", I will notify the Technology Support Center immediately if contacted by the Service Provider that the card holder is no longer employed, so that TSC may revoke the card's access;
3. If the card holder is a Volunteer, and ceases to provide volunteer services during the dates specified in "*Start and End Dates for Which Access is Needed*", I will collect the ID card, and return it to the Technology Support Center immediately for revocation of the access on the card.

Signed: _____ Date: _____

Name and Title of University Point of Contact _____ Department Name _____
Name and Title of Academic Dean and/or Administrative Division Head _____ Signature of Academic Dean and/or Administrative Division Head _____ Date: _____

4. The following is required for Volunteers: The Volunteer has gone to Human Resources, completed the background check process, and has been cleared to start:

Signature of HR Representative: _____ Date: _____

(Printed) Name and Title of Human Resources Representative: _____

As the Non-Employee Affiliate Card Holder, I certify:

1. I will not give my issued ID card to anyone else, for any purpose (i.e. agree that card is non-transferable);
2. I will not use my issued ID card to obtain access to any University of Scranton building for any purpose other than that described above, in "*Reason for Access Being Requested*";
3. If I cease to be employed by the Employer listed below, I will return my card to my employer immediately;
4. If I am serving as a Volunteer, I have passed background checks required by The University of Scranton at time of application, and if I cease to be a Volunteer, I will return my card to my sponsoring department immediately.

Signed: _____ **Date:** _____

Applicant Information:

<p>Name of Person Applying for ID Card, and Title (if applicable)</p> <p>_____</p>
<p>Telephone Number</p> <p>_____</p>
<p>Email address</p> <p>_____</p>
<p>[Employer (Company) Name, if applicable]</p> <p>_____</p>

(If applicable) As the Employer of the Non-Employee Affiliate Card Holder, I certify:

1. I will assume liability for the individual's/employee's use of the Card;
2. The individual applying for this card has undergone and successfully passed appropriate background check(s), as determined by University of Scranton policy at time of application;

3. The individual will not use the card to obtain access to any University of Scranton building for any purpose other than that described above, in "*Reason for Access Being Requested*". The individual applying for this card needs access to the buildings listed above, at the times of day specified, for the length of time specified, for the reason described above, in "*Reason for Access Being Requested*";
4. If the employee being issued the card is no longer employed by my company, I will obtain the card from the employee, and return it to The University of Scranton immediately. If the card cannot be obtained from the employee, I will notify The University of Scranton Departmental Point of Contact.

Signed: _____ Date: _____

<p>Name and Title of Employer Representative:</p> <p>_____</p> <p>Telephone Number:</p> <p>_____</p> <p>Email address:</p> <p>_____</p> <p>Company Name:</p> <p>_____</p>

IT APPROVAL:

Approved by: _____

Signed: _____ Date: _____

Please remit the completed form to:

(Mail) Royalcard Administrator/ITDA, Alumni Memorial Hall, University of Scranton, 800 Linden Street, Scranton, PA 18510

(FAX) 570-941-6568

(Email) royalcard-admin@royallists.scranton.edu

Note: A copy of this executed form shall be returned to each person signing the form, upon request, and the original retained by University of Scranton IT Development and Applications. A copy of the form shall be provided to University of Scranton Human Resources, upon request. **ITDA must review all applications before card is issued. This may take up to 3 business days. Cards will not be issued to applicant by the Technology Support Center until approved by ITDA.**