



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

UAMS ADMINISTRATIVE GUIDE

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SECTION: CAMPUS OPERATIONS

AREA: PUBLIC SAFETY AND SECURITY

SUBJECT: UAMS ID BADGE ISSUANCE AND REPLACEMENT

PURPOSE

The purpose of this policy is to identify individuals that are required to wear an identification badge (ID) while on the UAMS campus. Included are procedures for issuance, use and return of UAMS ID badges.

SCOPE

All UAMS Employees, Staff, Students, Visiting Faculty, Contractors & Vendors

POLICY

ID badges are vital to campus security, critical to many administrative processes, and have informational value to patients and visitors. All UAMS students, faculty, staff and certain other authorized persons will be issued official UAMS identification badges and are expected to wear them while on UAMS premises and follow all other procedures relating to proper use and care of ID badges. Departments who sponsor contractors, vendors, consultants or other non-UAMS employees are responsible for enforcement of this policy. Outlying or off-site areas should develop processes specific to the location for identifying individuals.

DEFINITIONS

UAMS Employee - A person directly employed by UAMS, such as faculty or staff.

Student - A person enrolled in one of the UAMS Colleges or enrolled in an associated Institution of Higher Education.

Non-UAMS employee - an individual such as a visiting faculty, visiting intern, or volunteer who is working with a sponsoring department.

Contract(ed) employee – An individual who works for a company which is associated with UAMS through a long term agreement or contract. This individual is issued a SAP number or tracked through the SAP Informational System. This individual has a need to be on Campus for the duration of the contract and is issued an UAMS ID badge.

Vendor/Contractor/Consultant - individuals who represent companies providing a service or product to a UAMS Department or working on UAMS construction projects.

Clinical Vendor - any representative of a manufacturer or company who visits for the purpose of soliciting, marketing, or distributing medical products or information regarding the use of medications, products, equipment and/or services.

UAMS ID Badge - the official UAMS ID badge is produced by Creative Services through the authorization of the Office of Human Resources (OHR) and the OHR employee informational system (SAP). Individuals issued this type of badge would include all UAMS employees, students, and certain contract employees.

Contractor ID badge - an official UAMS badge (orange) issued to a long term vendor/contractor/consultant that spends extensive periods of time on UAMS facilities.

Construction Project ID Badge - a temporary ID badge (green) issued to individuals working on a specific construction project.

Clinical Vendor Registration/Certification - the vendor management system and educational process that all clinical vendors must participate in to obtain an identification card that will allow visitation at the UAMS Medical Center locations. The registration portion requires vendors to register with the automated vendor management system and to provide all information as requested by their level of access with UAMS Medical Center (Materials Management – [UAMS Medical Center Policy MM.3.02](#)).

Long Term Project- a long term project is defined as a project that last longer than 5 days.

Short Term Project- a short term project is defined as a project that last 5 days or less.

UAMS Campus- The UAMS Campus is defined as property owned, leased or managed by UAMS.

PROCEDURES

1. Authority and issuance

- a. Students: Badges for students are authorized by the college in which the student is enrolled. Initial badges are issued free of charge to the individual. Student badges are valid for one year from date of issue, as indicated by the validation sticker affixed to the badge. Badges may be re-validated by the college for additional one-year periods as necessary with the issuance of a current validation sticker.
- b. Faculty and Staff: The OHR authorizes badges for faculty and staff based upon entry of employee information into the UAMS personnel information system by the employee's department. Badges will be issued to faculty and staff only after the department has entered required employee information into the UAMS personnel information system. Entry of this information is deemed to be departmental authorization for issuance of a UAMS ID badge. Exceptions to this practice may be made on an individual basis by contacting the OHR.

Initial badges are issued to the individual at university expense. Faculty and staff badges are issued with no specific expiration date.

- c. Others: Non-UAMS employees, visiting faculty and contract employees of other agencies or contracted companies who are based on the UAMS campus must also obtain an ID badge so that:
- Patients and staff are assured that they are authorized to perform their tasks.
 - They can obtain computer, library, and other privileges necessary to perform their work.
 - They can enter certain restricted areas.
 - They can receive cafeteria and other appropriate discounts.

The UAMS Office of Human Resources authorizes badges for non-UAMS employees and contract employees based upon entry of information into the UAMS personnel information system by the sponsoring departments. The sponsoring department authorizes the issuance of a badge to a non-employee and a badge will be issued only after the department has entered required non-employee information into the UAMS personnel information system. Entry of this information is deemed to be departmental authorization for issuance of an official UAMS ID badge. Exceptions to this practice may be made on a case-by-case basis by contacting the OHR. The sponsoring department will be charged for the initial issue of the badge. (See Administrative Guide policies on "[Non-Employees](#)", [Admin. Guide, 4.5.28](#), and "[Visiting Faculty](#)", [Admin. Guide 12.0.00](#).)

Construction contractors/vendors working at UAMS on long term projects will be required to wear appropriate identification. Company issued ID, with name of employee and company conspicuously displayed, will suffice for new construction projects where contractors will not enter existing facilities or they may wear a project ID badge. It is understood that contractors will occasionally enter dining or other UAMS facilities when working new facilities and this infrequent entry will not require issue of a UAMS issued ID. For renovation projects in existing facilities contractors will be required to wear a UAMS issued Contractor ID badge.

Vendors/Contractors who are on the Campus for short term projects (5 days or less) must be accompanied by a UAMS employee or register daily with the Campus Operations Call Center. Delivery drivers are excluded from this requirement if their entry into the facility is solely to deliver or drop off products and will exit upon that delivery.

- d. Training: Vendors/Contractors/Consultants must have appropriate safety training before a project or official UAMS Contractor ID badge is issued. This training must cover fire safety, hazard communication, UAMS emergency codes and other specific training depending on the areas entered. This training can be obtained through the clinical vendor management system, Design & Construction, or Occupational Health & Safety.
- e. Issuance: All badges are issued by UAMS Media Services. Individuals who need to obtain a contractor badge (Orange badge) must complete the [UAMS Vendor/Contractor/Consultant ID Badge Request form](#).

2. Ownership and surrender

- a. UAMS ID Badges are the property of the University of Arkansas for Medical Sciences. They must be surrendered upon request by UAMS officials, upon termination of employment, upon termination of student status, or upon expiration of "sponsorship" of visiting faculty, contractors, or employees of other agencies.
- b. The management and return of student ID badges falls under the purview of the college in which the student is enrolled. Badges returned to the college by a student will be turned over to the UAMS Police Department.
- c. The management and return of faculty, staff and other ID badges falls under the purview of the sponsoring department or the department or college in which the individual is employed. Terminating individuals should be advised by their department or college to turn in their ID badge at the UAMS Police Department according to campus clearance procedures. Badges turned in to a college or department will be turned over to the UAMS Police Department.

3. Replacement

- a. Official change in employee status: Replacement badges due to promotion, transfer or other official change in status will be provided to the employee at university expense.
- b. Personal change in employee or student status: Replacement badges due to marriage, divorce, voluntary name change or other personal changes in status will be the responsibility of, and will be charged to, the individual.
- c. Loss or theft: Replacement badges due to loss, theft or damage will be the responsibility of, and will be charged to, the individual.
- d. Others: Replacement badges for visiting faculty, contractors, or employees of other agencies will be charged to the "sponsoring department." Replacement badges for vendors/contractors/consultants will be charged to the individual or company.
- e. Badges reported lost will be rendered inactive and a replacement badge will be issued. Activation of certain functions of lost badge replacements may require up to 24 hours.
- f. It has been determined that typical life expectancy of ID badges under normal conditions of use is four years. A new badge will be provided on request at university expense to replace a badge that is at least four years old.

4. Issuance of multiple badges

Automated timekeeping systems for which UAMS ID badges are used to clock in and clock out may require that non-exempt employees who hold two (concurrent) positions have an ID badge for each position. Such employees who clock in and clock out in either position will be issued a separate badge for the second position. The second badge will be

marked "ALT" as alternate, so the employee is able to distinguish between the primary and the alternate position.

5. Care and safekeeping

UAMS badge holders are expected to exercise ordinary care in the use and safekeeping of UAMS ID badges. Some guidelines for best practices are:

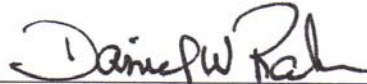
- Protect the badge from magnetic fields that could scramble the data encoded on the badge's magnetic stripe.
- Avoid extreme heat which may cause the badge to come apart (example – don't leave a badge on the dashboard of a car in hot weather).
- Avoid excessive moisture which may also cause the badge to disassemble (example – be sure to remove the badge from clothing before laundering).
- Treat the badge as you would house, work, or car keys – always keep it in a safe place when it's not being worn.

6. Falsification, alteration, tampering

Any falsification, alteration or tampering with an official UAMS ID badge is against UAMS policy and may be cause for disciplinary action including the possibility of immediate termination of employment or termination of non-employee's access to campus.

References:

[Vendor Policy and Procedures, MM.3.02, UAMS Medical Center Policies & Procedures](#)
[Services for "Non-Employees", Administrative Guide, 4.5.28](#)
[Facility Physical Access Controls, Administrative Guide, 7.3.09](#)
[UAMS Employee Identification Badge, HR.2.01, UAMS Medical Center Policies & Procedures](#)
[Academic Visitor Status for UAMS Campus, Administrative Guide, 12.0.00,](#)

Signature:  _____

Date: November 7, 2011

**UAMS Vendor/Contractor/Consultant
ID Badge Request Form**

Badge Holder/Contractor Representative

Cell/Pager #

Name of Firm/Company

Telephone #

Name of Supervisor

Telephone #

UAMS

UAMS Sponsor

SAP #

Sponsors Department

Telephone #

UAMS Sponsor's Signature

Date:

Location/Building where work will occur.

Expiration Date

OCCUPATIONAL HEALTH & SAFETY

O H & S Representative certifying contractor training has been completed.

Date Training Completed

Expiration Date

CREATIVE SERVICES

Badge Created By

Date

A State or Government issued photo ID must be presented to Creative Services before a badge can be printed.
UAMS Security Documents, March 28, 2011