ID Card Procedures for Visitors and Non-Employee Affiliates of The University of Scranton

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 Visitors and Non-Employee Affiliates, who are either visiting or formally volunteering or performing work at The University and require card access to areas on campus. This procedure will utilize mechanisms such as authorization for work, personnel identification, access management, and coordination/monitoring procedures to facilitate a visitor or 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 secure 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:

      i. 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.

      ii. Contractor – Contractor is directly contracted by The University for small to medium sized construction, repair and service projects.

      iii. 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 refer 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:

   a. University ID/Royal Card – Individualized card provided to employees directly hired by The University.

   b. 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.
c. **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 Visitor, Volunteer or 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 Non-Employee Affiliate ID Card Application (when necessary) to enable acquisition of a Non-Employee Affiliate ID Card including:
  - Completing the Departmental Point of Contact section; and
  - Obtaining the approval of Academic Dean or Administrative Division Head (when necessary)
- 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, Royal Card Office, and Residence Life.

**B. University Police** – The 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. Information Technology (IT)** – IT 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 door access of these badges. IT 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 is approved, the authorized employee will be issued a Non-Employee Affiliate ID Card 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 is approved, the Volunteer will be issued a Non-Employee Affiliate ID Card with pre-programmed access.

### 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.

**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. Upon approval, the person to receive the Non-Employee Affiliate ID Card will report to the Technology Support Center to have his/her photograph taken and ID issued. IT 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. Such cards are University property, non-transferable and are valid for no more than 12 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 12 months from date of card issuance, the expiration will occur at the conclusion of the affiliation/employment.

C. Renewal of Non-Employee Affiliate ID Card – At the expiration of the Non-Employee Affiliate ID Card, the originally-granted door access to all secure University buildings will cease. At that time, re-application will need to be completed for card renewal.

D. University Services Provided to Visitors and Non-Employee Affiliate

1. Door Access – For individuals with a Visitor Card or Non-Employee Affiliate ID Card, access will be provided to the secured buildings in which the visitor, volunteer or service provider require. 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.

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 cardholder.

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 ID Card 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 the 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.

V. Violations of the Procedure

Transfer of a Visitor Card or 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 Visitor, Volunteer or Service Provider (or employees of Service Provider), 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** – A non-employee affiliate ID card will be of portrait orientation, and will include the following:
   a. Photograph of the individual taken by Technology Support Center
   b. White and red contrasting background with the following demarcations:
      i. Individual’s full name
      ii. University of Scranton watermark
   c. The Primary Point of Contact’s campus department
   d. ID Number
   e. Expiration date
   f. Magnetic Strip

B. **Visitor Card** – A visitor card will be a non-photo ID card of landscape orientation, and will include the following:
   a. ID Number
   b. Magnetic Strip