

 Section:
 7.8.1

 Originally Approved:
 10/05/1990

 Last Amended:
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IDENTIFICATION CARDS FOR CURRENT AND RETIRED EMPLOYEES AND SPOUSES

A. Purpose

The purpose of this policy is to set forth requirements and procedures for current and retired employees and their spouses to obtain official University employee identification cards.

B. Persons Affected

This policy applies to employees, current and retired, as defined in this policy, and their spouses.

C. Policy

The policy of The University of Texas-Pan American is:

1. Current and Retired Employees

- a. Each current employee is required to have a University identification (ID) card bearing his or her picture. Current employees may obtain the ID card from the Auxiliary Services' BRONCard Office after presenting a completed UTPA ID Authorization form and personal identification as required by the BRONCard Office. An ID card fee for the initial card will be charged to the department in which the employee is currently employed. The current employee will bear the cost for any subsequent replacement cards. UTPA ID Card Authorization form is available at http://portal.utpa.edu/utpa_main/dba_home/ba_forms#HR_index.
- b. An ID card for retired employees is optional. Retired employees may obtain the ID card directly from the BRONCard Office. The BRONCard Office will verify status of retired employees. Retired employees will bear the cost of the ID card and for any subsequent replaced card.

2. Spouses of Current and Retired Employees

a. A current employee may obtain a UTPA ID card for his/her spouse. The BRONCard Office will verify proof of employment for the current employee before issuing a spouse ID card. An ID card fee will be charged to each



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individual obtaining a spouse ID card, and for each subsequent replacement card.

b. A retired employee may obtain a UTPA ID card for his/her spouse. The BRONCard Office will verify proof of retirement status for the retired employee before issuing a spouse ID card. An ID card fee will be charged to each individual obtaining a spouse ID card, and for each subsequent replacement card.

3. Separating Employees

Current employees who are separating employment with the University must surrender their UTPA ID card as well as any card held by their spouse to Human Resources during the exit process.

D. Definitions

1. *Employees*. Includes benefits-eligible full-time and part-time faculty and staff, either current or retired.

E. Responsibilities

Not applicable.

F. Procedures

Not applicable.

G. Review

The Divisional Head for this policy is the Vice President for Business Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

- Assistant Vice President for Business Affairs/Director of Human Resources Senior Reviewer
- 2. Director of Auxiliary Services



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- 3. Academic Affairs Executive Team
- 4. Faculty Senate Chair
- 5. Staff Senate Chair