

(OPP-14)

DATE: February 1, 2016
FROM: Office of Physical Plant
TO: All Physical Plant Technical-Service Employees
SUBJECT: Penn State Identification Card

For security purposes, the Office of Physical Plant believes it is important that its technical service employees be easily identifiable as University employees.

1. All University employees are issued Penn State identification cards when hired.

2. The Penn State identification card must be worn at all times by technical service employees except when working in established Physical Plant facilities, listed below.

- Steam Plants
- Wastewater Treatment Plant
- Physical Plant Complex
- Within an Area Shop

3. The Penn State identification card must be displayed on the employee's outer garment and must be visible at all times.

4. Under very rare circumstances, a unit's manager can determine if a laminated color copy of the PSU identification card can be used in lieu of the actual PSU card. However, the employee will need to have the actual PSU card in their possession and present it whenever asked. The employee is responsible for the cost and time used for producing a laminated card.

5. A Penn State identification card lost while conducting official University business will be replaced by the Office of Physical Plant on one occasion. The employee is responsible for replacing a lost card under any other circumstances.

6. The employee must notify his or her supervisor immediately if a Penn State Identification card has been lost.

Established as policy April 1, 2005

Revised February 1, 2016 (number change from OPP-22 to OPP-14 – Clarifies that employee should notify supervisor of lost ID)