



<b>BOARD POLICIES</b>
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<b>DIVISION</b>	<b>POLICY NUMBER</b>
II. College Employees	2.08.00
<b>CATEGORY</b>	<b>Date</b>
2.08.00 Photo Identification Card	Adopted: 03/2012 Revised: 05/2019, 10/2019

2.08.00     PHOTO IDENTIFICATION CARD

Joliet Junior College (JJC) Photo Identification Cards (ID) are the property of JJC and its use is governed by the College in its sole discretion. The photo ID card is the approved and required identification for full-time and part-time faculty and staff, including interns, student workers, and temporary agency workers. Contractor personnel will either be issued a JJC ID card or must utilize their own company’s photo ID card.

Every employee must obtain the approved JJC ID card within five business days of being hired.

Employees must wear or carry their ID card and may be asked to show it to Campus Police or other College officials to verify their affiliation and purpose for being on campus.

For safety and security reasons, the College reserves the right to make the employee’s ID photo part of the College’s ERP system (e.g. Colleague.)

Proper use of the card is a College policy and practice which College faculty and staff are expected to honor.

For additional information related to this process, please refer to the Photo Identification Card procedure.