



CCOC Staff Identification Card Policy

Rationale:

The purpose of the staff photo identification card is to identify employees of CCOC to other staff, tenants, contractors and officials (fire/ police).

Policy Statement:

All CCOC employees will be issued a CCOC staff identification card. Employees must carry the card with them when working in the office and display it when working outside the office. Staff must present it upon request to staff, tenants, contractors and officials. The staff identification card must be returned to CCOC during a leave of absence and upon termination of employment.

Regular, term and casual staff: must carry the card with them when working in the office, and must have the card on display when working at properties.

Custodians: must have the card on display when performing custodian duties.

Custodians must not display the card when not acting as custodian.

Staff ID Guideline

The staff ID card will contain the following information:

Front:

- CCOC logo
- Employee photograph
- Employee's first and last name
- Position title
- Expiration date (either end date of probation period, employment term or 5 years)

Back:

- Policy Statement

Procedure:

Signing forms, taking photos and making ID cards should be done as part of the completion of the hiring checklist.

1. The manager will give the completed form to Finance/ Payroll along with the completed hiring package.
2. Finance/ Payroll will schedule an appointment with the employee to take a photo.
3. Finance/ Payroll will produce the staff ID card and give it to the employee's manager.
4. It is the responsibility of the manager to ensure that the employee is given the card.
5. If an employee loses their staff ID card, they must report the loss to their manager and Finance/ Payroll immediately. Replacement of the card should be done within 5 business days.
6. When employment ends or the employee takes a leave of absence, the employee will return their CCOC staff ID card to their manager, who will return it to Finance/ Payroll.
7. Finance Department staff will track CCOC staff ID cards. They will work with CCOC managers to ensure staff ID cards are updated every 5 years.

CCOC Staff Identification Card Agreement

The CCOC staff ID card is the official photo identification card for all CCOC employees. By signing below, you agree to the following terms and conditions:

1. This card must be carried during working hours in the office and worn on display while working at properties, and presented upon request by tenants, staff, contractors and officials.
2. The employee is responsible for reporting a lost, stolen or damaged card immediately to their manager and Finance.
3. The employee must return the ID card to their manager when employment ends or when granted a leave of absence.

I agree to the terms and conditions regarding the CCOC staff ID card as outlined above.

Signature

Date

Approved by the Board June 2011.