

Purpose:

- 1 To delegate the authority for the development of guidelines and procedures relative to the issuance of Employee Identification Cards.

Policy Statement(s):

- 2 The City of Red Deer recognises the importance of developing guidelines to maintain accurate issuance and retrieval of Employee Identification Cards.
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References/Links:

- 1 Refer to Policy 5202-CP for specific issuance and retrieval procedure.

Scope/Application:

- 1 This policy shall apply to every City of Red Deer employee requiring an identification or proximity card.

Authority/Responsibility to Implement:

- 1 Excluding Emergency Services ID Cards, who process their own, the Information Technology Services Manager will:
 - (1) Establish guidelines and procedures for the issuance of Employee Identification Cards;
 - (2) Receive and process all Employee Identification Cards; excluding Emergency Services ID Cards, who process their own.
 - (3) Establish guidelines and procedures for the retrieval of Employee Identification Cards upon termination of employment.

Inquiries/Contact Person:

- 1 Contact Information Technology Services

Document History:

Date:	Approved/Reviewed By:	Title:
March 14, 2001		
May 24, 2007	"Craig Curtis"	City Manager

Administrative Revisions:

Date:	Description:
September 4, 2018	Converted to the current format.