



Employee Trentu Identification Cards Policy

Category: Operations

Approval: PVP

Responsibility: Director, Risk Management

Date: September 1, 2007; Revised February 2018

Definitions:

TrentU Card: A “smart card” that combines photo identification and card access to buildings with a number of other optional university services such as library and food services.

Trent Cash: Personal funds deposited to a card holder’s TrentU Card. Trent Cash does not include the Trent Flexible Benefits Plan allowance.

Purpose/Reason for Policy:

Trent University controls access to university grounds and buildings to safeguard persons and property by ensuring only authorized users of a space have access to that space. The TrentU Card is a secure method of providing authorized access and allowing Campus Security or other university administrators to verify that individuals are university employees before granting access. In addition, the TrentU Card provides a convenient method for employees to access other campus services.

Scope of this Policy:

This policy applies to all employees of Trent University, with the exception of student employees.

Policy Statement:

All Trent employees are required to carry Trent University photo identification cards (TrentU cards) while on Trent property. Failure to produce a valid Trent University photo identification card when requested could result in the employee being asked to leave campus

Responsibilities:

Human Resources: Is responsible to provide new employees with written proof of employment which may be presented at the TrentUCard Office for their TrentU Card.

Employees are responsible to:

- Obtain their card from the TrentU Card Office
- Produce their card when required by a university administrator, manager or Campus Security guard
- Safeguard their card during their employment
- Report lost or stolen cards and return any found cards immediately to Campus Security.
- Return their card to their supervisor when their employment at Trent ceases and advise their supervisor or the TrentU card office if they require a refund of any remaining Trent Cash on their card.

Supervisors and/or Human Resources are responsible to:

- Ensure each employee obtains a TrentU identification card as soon as possible after hire.
- Advise keys@trentu.ca or Campus Security when access must be removed for any reason.
- Recover the identification card when the employee leaves the employ of Trent for any reason. If the supervisor plans to rehire the employee, as in the case of seasonal layoff, they may retain the identification card and reissue it when the employee returns. If the supervisor does not plan to rehire the employee, they are to destroy the card by cutting it up and advise the Campus Card Office that the individual is no longer employed at Trent.
- Advise the TrentU Card office if there are funds remaining on an employee's card when they permanently leave Trent's employ.

Departmental Designated Access Control Authority is responsible to:

- Email keys@trentu.ca of all doors that the employee is authorized to access after regular building hours.
- Email keys@trentu.ca when that authority is rescinded for any reason.

TrentU Card Office is responsible to:

- Issue an employee identification card to new employees once they appear on the daily active payroll list. Issue replacement cards as required.
- On the request of the employee or Human Resources, coordinate refunds of any Trent Cash remaining on an employee's card when they leave Trent's employ for any reason.

Access Control Supervisor/Campus Security are responsible to:

- Program in any building access when so authorized by the Designated Authority.
- Remove all building access when advised by the employee's supervisor that access is no longer required, and on termination of employment.
- Deactivate lost or stolen cards immediately.

Contact Officer:

Director, Risk Management

Date for Next Review:

February 2023

Related Policies, Procedures & Guidelines

- a) Access Control Policy and Procedures

Policies Superseded by This Policy:

- a) N/A