



**To:** Fred Poston, Vice President for Finance and Operations and Treasurer

**From:** WACFO Benefits/Work Climate/Health & Safety Subcommittee  
(Nilda Rodea, Chair; Shannon Cunningham; Karen Johnson)

**Subject:** Identification badge recommendation

**Date:** Tuesday, November 20, 2012

**Purpose and Intent of Recommendation**

To establish best practices, raise awareness, and visibly identify employees and students working outside of their employing department with an ID badge.

**Recommendation #1:**

It is strongly recommended that units that have employees and students that work outside of their unit wear visible University-issued Spartan cards or departmental ID badges. A t-shirt may supplement the identification but is not a substitute for the identification.

The following are departments that have been identified to have employees who work outside of their unit and enter other spaces on campus; it should be noted that there may be other departments in which this ID requirement might be reasonable to apply and a review with key administrators would be most appropriate to identify other such departments:

- Information Technology (IT) employees, including student employees
- Physical Plant employees, including student employees, entering buildings or working within buildings
- University Stores employees that pick up and make deliveries
- Residential and Hospitality Services (RHS) employees, including student employees, entering buildings or working within buildings

*Rationale:*

*Information Technology (IT) Employees:*

IT employees make changes to software, move computers, Smartboards, and other technical equipment. They are working all over campus. Usually they do not wear IDs and dress in street clothes that do not identify where they work. When IT employees remove expensive equipment no one signs any paperwork and employees cross their fingers and hope the IT person is taking something they are supposed to be taking. Projectors, TVs, and computers have been stolen on campus. If any person walks into a room on campus and looks confident no one looks twice or asks questions if that person takes equipment.

*Physical Plant Employees Making Repairs:*

Physical Plant employees serve the entire campus. Sometimes they wear uniforms that indicate what department they are from, but often they do not. At times they need access to high security areas or entry into student dorm rooms and other locations on campus. Employees working in those areas should feel confident that the person that they are granting access to belongs there.

*University Stores Employees that pick up and make deliveries:*

Sometimes University Stores employees work the same routes and sometimes they do not. Sometimes they have employees sign for pick up and deliveries and sometimes they do not. They wear street clothes that may or may not say MSU on them, but they are not uniform for all workers. Often the deliveries made through University Stores are for very expensive items and equipment. Should we let anyone with a hand truck or dolly take these packages? We would argue that just like Fed Ex and UPS, University Stores employees should wear something that identifies where they work.

**Recommendation #2**

It is recommended that contractors and other outside vendors that enter buildings wear visible identification that includes the individual's name and the vendor or company they represent. A t-shirt may supplement the identification but is not a substitute for the identification.

*Outside Contractors and Vendors:*

Often contractors and vendors are moving in and out of buildings, some of which are high security locations, and employees in the building aren't sure if the individual should have access inside the building. Part of their contract should include a requirement that they wear an ID such as a vertical ID badge. Sherry Ochsner from the ID Office and Penny Fischer from MSU Police have acknowledged that this is already in the works, but needs administrative support to be developed into a standard university policy.

In conclusion, it is the responsibility of all employees to secure the safety of MSU property and to ensure a safe environment is created for students and staff. Departmental procedures must also include procedures and expectations that ID badges be worn and presented upon request.

The WACFO Benefits/Work Climate/Health & Safety subcommittee acknowledges that further discussions with unions, administrators, and other units will be necessary to implement this. As we move forward with this proposal we believe the university can do better to secure safety and awareness for all.