

## ID CARD ISSUANCE POLICY

- Pinellas County Employee ID Cards will be issued to all new County employees as a part of the new hire orientation process conducted by the Personnel Department. All cards should be updated after each five (5) year period of usage.
- The ID Card shall also serve as a security access card, which will allow the employee access to designated buildings, facilities and/or offices depending on the employee's department, position or requirements.
- Any County department or division under the Unified Personnel System desiring to establish its own security access system whereby proximity cards will be utilized, shall coordinate the purchase of such cards with the Facility Management Division of the General Services Department if such cards are to be used to access any common County facility.
- All permanent full-time and part-time County employees will be required to have their County issued ID Card in their possession at all times while on County time, or in County owned or operated facilities or vehicles.
- If an employee transfers from one department to another, such access may be modified depending on the access requirements of the employee's new department and position. Supervisors who receive transferred employees should promptly notify the Employee Records Administration Section of the Personnel Department (464-3082) and forward the card for recoding. The Employee Records Administration Section will be responsible for coordinating with the Facility Management Division of the General Services Department for the recoding and reissue of the card to the employee.
- There will be a **\$10.00** fee for replacing any ID Card for any reason, with the exception of the following:
  - Official name change (official documentation required);
  - The current card has been in use for a period of five (5) or more years;
  - The employee receives a transfer, promotion, demotion, etc. to a different department;
  - Any other reason deemed appropriate and submitted in writing to the Director of Personnel by the employee's department/division director.
- Upon termination or resignation from County employment, employees will be required to turn over their ID Cards to their supervisors who will then notify the Employee Records Administration Section for deactivation.