

# 11.1 Employee Identification Cards

## Recommended Method

The Department of Transportation and Public Works provides facilities for the issue and control of employee identification cards. Branches are encouraged to make use of this facility in meeting their responsibilities for implementing security measures.

## Types of Cards

### TEMPORARY

Temporary paper cards will be issued to:

- employees whose term of employment will not exceed 90 days
- employees on the casual payroll

Example: Casual student help who, in the course of their duties, have contact with the general public.

### PERMANENT

Permanent employees and temporary employees whose term of employment will exceed 90 days will be issued a permanent plastic-covered identification card.

## Initial Issue of Cards

The Department of Transportation and Public Works maintains a system for recording and issuing identification cards and for their return and destruction when an employee leaves the service.

The equipment for adding the employee's photograph to the card and laminating it is transportable and can be set up in a department for the initial bulk issue of cards.

Any department wishing to participate in the system should appoint a departmental coordinator and take the following action:

- I. Advise the Department of Transportation and Public Works (Attn: Administrative Assistant to the Director of Facilities Management) in writing concerning the number of employees who should be issued cards. Supply their full names and any other particulars you would like on the card, such as position in the department, etc.

2. After receiving your request, the Department of Transportation and Public Works will prepare the necessary cards and arrange a mutually suitable time for their completion.
3. When the photographs have been taken and the cards issued, the Department of Transportation and Public Works will provide the department with a list of its employees and the number of each card issued. This will enable the department to maintain a record of all cards held by its employees.
4. At the end of the initial issue, check with the Administrative Assistant to the Director of Facilities Management, Department of Transportation and Public Works, and make arrangements for individual issue for those employees who were absent.
5. The department coordinators should make arrangements for retrieving cards at the termination of employment and returning them to the Department of Transportation and Public Works for deletion from the master list and destruction.

**Note:** It is essential that all cards be retrieved at termination of employment.

### **Issue of Cards to New Employees**

Follow the same procedure as outlined above. Arrangements will be made by the Department of Transportation and Public Works to visit locations outside the Halifax area.

### **Presentation**

The normal procedure within a branch would be to issue instructions that each employee must carry his/her identification card during working hours and particularly if they wish to return to their office after the normal working day.

### **Loss of Identification Card**

Loss of an identification card must be reported immediately by the employee to his/her supervisor and department coordinator. The department coordinator will notify the Department of Transportation and Public Works and arrangements will be made for the issue of a new card. A replacement cost of \$5.00 will be charged for the employee concerned unless it can be shown that the loss was not occasioned by carelessness or negligence.

### **Misuse of Identification Card**

Cards are assigned on an individual basis. If an employee misuses his/her card or lends the card to another person who misuses or attempts to misuse it, the employee will be subject to disciplinary action and, depending on the circumstances, may be discharged.

### **Enquiries**

General Enquiries, Public Service Commission (902) 424-7660

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