

## PICTURE IDENTIFICATION CARDS THE PEOPLE CENTER

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### POLICY STATEMENT

Employees should obtain a picture ID card at their New Hire Orientation. If the employee starts work before they have attended an orientation they will need to obtain ID card within their first week of employment by contacting Student Services to schedule an appointment (All employees need ID cards to access buildings, offices, staff/faculty locker rooms, as well as to use the College Library and the IDX Fitness Center. ID cards are also needed to ride the CATMA buses for free. ID cards may be used as cash cards at the following on-campus locations: the Bookstore and EATS. Meal plans for the Dining Hall may be purchased through Student Life Office and credited to the ID card as well. All cards will be collected and invalidated upon termination of an employee's employment.

For folks not coming to campus you may request your ID electronically by following the instructions below:

Your photo needs to meet the following criteria to be used:

- Individual head shot;
- No hats or sunglasses;
- Color photo (ideally with a light, solid-color background);
- Must be in a .jpg format;
- Title your photo: firstname.lastname.CCcard; and
- E-mail to: [newstudentids@champlain.edu](mailto:newstudentids@champlain.edu).

Include in the body of your email "Champlain Employee" as well as your mailing address.

All People Center paperwork must be submitted prior to a card being issued. It will take 24 hours to process your ID card.

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*The People Center policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the People Center intranet site for the most current version. This policy does not constitute an employment contract.*

