

# CHAMPLAIN COLLEGE

## PHOTO IDENTIFICATION CARDS

### THE PEOPLE CENTER

#### POLICY STATEMENT

Employees should obtain a photo ID card within their first week of employment by contacting Compass Student Services at [compass@champlain.edu](mailto:compass@champlain.edu) or 802-860-2777. All employees need ID cards to access buildings, offices, staff/faculty locker rooms, and GMT buses for free. ID cards may be used as cash cards at on-campus locations. [Faculty/Staff Meal Plans](#) may be purchased online or by visiting Compass Student Services and added to the employees ID card for use in the IDX Dining Hall (*note: Meal Plans are managed by Student Accounts and expire one year from the date of purchase and are non-refundable*). Local and regional offers and [employee perks](#) are available with a Champlain ID card. All cards will be collected and invalidated upon termination of an employee's employment.

For employees 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 headshot
- 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 email to: [compass@champlain.edu](mailto:compass@champlain.edu)

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

All People Center on-boarding paperwork must be submitted prior to a card being issued. It will take 2-3 business days to process your ID card.

*The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. 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.*

