

## MANAGING DIRECTOR'S DIRECTIVE NO. 3 (Rev. 10/87)

EMPLOYEE IDENTIFICATION CARDGENERAL

Every permanent City employee shall have an Employee's Identification Card (See Exhibit "A"). These cards will be issued by the Department of Records and will be valid for the employee's tenure of service. The Employee Identification Card, Form 20-4, will be prepared by the Records Department after presentation of Form 82-183 (See Exhibit "B").

If a City Agency deems it necessary and appropriate for some of their non-city employees to have Employee Identification Cards (Example, Health Department Investigators working under Personal Service Contracts), they may make a written request to the Managing Director for issuance of same. If approved by the Managing Director, a copy of the request with the approval of the Managing Director, will be returned to the requesting agency.

Summer and seasonal employees will not be issued Employee Identification Cards. A letter or form may be provided by the employing agency stating terminating date of the employee for check-cashing identification.

Building Pass Card (See Exhibit "C")

Temporary and part time employees and non-city persons who have special need of access to City buildings may be issued a Building Pass (Form 20-4X), which will expire one year from date of issue. Form 82-183 must be prepared to request a Building Pass.

Control of Request Forms (Form 82-183)

These forms are pre-numbered for control purposes and may be obtained by submitting a memo (signed by the Appointing Authority or Alternate Signer) to the Administrative Services Director, Department of Records, Room 156, City Hall. The memo should state the number of packages of forms requested. There are 50 forms in a package. The Records Department's Administrative Services Director shall maintain a log listing the Request Control Numbers issued to each Department/Agency. All Department/Agencies must retain security control over the numbered forms and be able to account for all forms issued to them.

Control of Employee Identification Cards

1. The Records Department will be responsible for the issuing and control of Employee Identification Cards.
2. The Records Department will file the original copies of Forms 82-183 alphabetically and the second copies in form number sequence. The third copy of Form 82-183 will be retained and filed by the requesting agency.
3. If an employee transfers to another department or unit, it is the responsibility of the appointing authority to initiate steps for issuing a new identification card.

Procedure For The Issuance of a City Employee Identification Card or Building Pass

1. Department personnel officers must complete and have Appointing Authority or Alternate Signer sign Form 82-183 "Request for Employee Identification Card or Building Pass."
2. All forms must be typed (see sample Exhibit B). Improperly completed forms will not be processed.
3. Insure that the employee's name is given exactly as it will appear on the employee's payroll checks.
4. If a department has a large number of ID Card requests for one date, the Personnel Officer will schedule these by appointment with the Photography Unit.
5. Cards will be assigned a cummins number (the request form number), laminated and returned, in Room 629, to the person designated in each department for pick-up.
6. The department personnel officer will distribute the cards to the employees.
7. Photography Unit must be notified by each personnel officer of employee designated for pick-up for their department. (Individual employees cannot pick up their identification cards at the Photo Unit).
8. Any request for employee Identification Card (Form 82-183), that is not dated for the day the photograph is to be taken will not be honored. In this case, the employee will be required to have his appointing authority re-submit the

request. This stipulation is intended to prevent the use of unauthorized identification cards and to assure that the employee reports to the Department of Records when scheduled.

9. Any changes other than typed will be cause for withholding issue of the identification card.

#### Lost Identification Card - Replacement Procedure

1. Lost cards are to be reported immediately by the employee to his department personnel officer.
2. The personnel officer will complete and have Appointing Authority or alternate signer sign Form 82-183 "Request for Employee Identification Card or Building Pass".
3. The employee will then proceed with the form, to the Records Department, Room 154 City Hall and pay established fee. A receipt will be issued to the employee for a new ID card.
4. The employee can then proceed (on Wednesdays between 9:00 - 11:45 AM and 1:00 - 4:00 PM) to the Photo Unit, Room 629 City Hall to have a new ID card picture taken.
5. Employees will not be permitted to wear dark glasses or hats when photographed except where warranted as necessary by the photographer.
6. Completed ID cards will be picked up on Fridays; departments should call Photo Unit (686-2288) to confirm completion of processing.

#### Procedure for the Issuance of a City Employee Identification Card Due to Employee Transfer or Promotion.

1. Follow the same procedures as for issuance of card to a new employee except:
  - A. Department personnel officer will check off block number 2 "REPLACEMENT" on Form 82-183 "Request for Employee Identification Card or Building Pass".
  - B. The ID card to be replaced will be attached to the Form 82-183.
  - C. The employee must present the ID card to be replaced and the Form 82-183 when he/she goes to Records Department, Photography Unit, Room 629 City Hall.

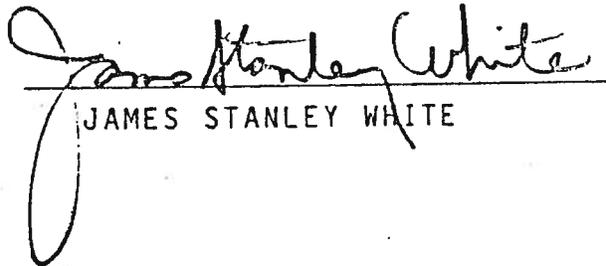
ents, Boards and Commissions

ley White, Managing Director

OBJECT: REVISION OF MANAGING DIRECTOR'S DIRECTIVE NO. 3 -  
EMPLOYEE IDENTIFICATION CARD

The attached Managing Director's Directive Number 3, Employee Identification Card, has been revised to more closely control the issuance and use of I.D. cards.

The effective date for the new procedures is 10/1/87. Please replace and destroy the former Directive Number 3. .

  
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JAMES STANLEY WHITE

JSW:esl

Attachment

MANAGING DIRECTOR'S DIRECTIVE NO. 3

EMPLOYEE IDENTIFICATION CARD

GENERAL

Every City employee shall have an Employee's Identification Card. These cards will be issued by the Department of Records and will be valid for the employee's tenure of service (except where noted later in this directive). The Employee Identification Card, Form 20-4, (Rev. 8/74), will be issued to the employee by the Records Department after presentation of Form 82-183 (Rev. 6/75), request for Employee Identification Card. Form 82-183 can be obtained from the Administrative Services Director, Department of Records, Room 156 City Hall.

Those persons associated with City agencies who are not City employees may make a written request to the Office of the Managing Director for issuance of an identification card if the City agency with which these persons are associated deems it necessary and appropriate for them to have one. If approved by the Office of the Managing Director, a copy of the request with the approval of the Office of the Managing Director, will be returned to the requesting Department.

The word "employee" will be deleted from the face of the identification card when issued to any of those who are not City employees. These individuals or personnel housed in or in special need of access to City buildings may be issued a Building Pass which will expire one year from date of issue. Form 82-183 must be prepared to request a Building Pass.

Summer or temporary employees will not be issued City identification cards. A letter or form may be provided by the employing agency stating the terminating date of the employee for check-cashing identification.

CONTROL OF CARDS

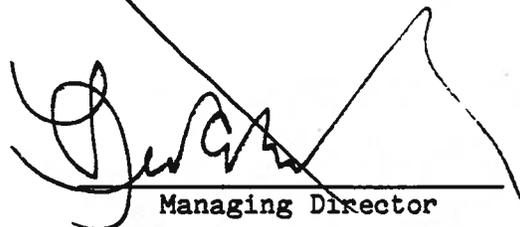
1. Primary control of cards will be exercised by each department.
2. The Records Department will be responsible for maintaining an accurate record by serial number of the cards issued to City employees. The record will include employee's name, cummins no., and department.
3. If an employee transfers to another department or unit, it is the responsibility of the appointing authority to initiate steps for issuing a new identification card.
4. In the event an employee resigns or his employment is terminated, his final check will be held in the Controller's Office, and will be disbursed to the respective employee only upon presentation and return of the identification card.

Employees whose final checks are being held will contact the Pre-Audit Section, Office of the Controller, 12th Floor Municipal Services Building. (Telephone Number MU6-6687.)

5. Lost Cards will be reported immediately by the employee to his department personnel officer and then to the Records Department, Room 154 City Hall. The employee, when presenting Form 82-183, will be assessed a \$2.00 fee by the Department of Records for this service. Payment must be made in Room 154 City Hall, and at that time a receipt will be issued for a new I.D. Card. Employee will proceed (on Wednesdays) to the Photo Unit, Room 629 City Hall for his I.D. Photo.

#### PROCEDURE FOR REQUESTING THE ISSUANCE OF A CITY EMPLOYEE IDENTIFICATION CARD

1. City Employee Identification Cards will be processed on Wednesdays between 9:00 - 11:45 a.m. and 1:00 - 4:00 p.m. in Room 629 City Hall. Cards will be picked up on Fridays; departments should call Photo Unit to confirm completion of Processing.
2. Department personnel officers must complete and undersign Form 82-183, which each employee will carry to the Department of Records, Photography Unit, where the I.D. photo will be taken. If a department has a large number of I.D. requests for one date, the personnel officer will schedule these by appointment with the Photography Unit.
3. Cards will be assigned a cummins number, laminated, and returned in Room 629 to the person designated in each department for pick-up. Then the department personnel officer will distribute the cards to the employees. (Photo Unit must be notified by each personnel officer of employee designated for pick-up. Individual employees CANNOT pick up their identification cards at the Photo Unit.
4. Any request for Employee Identification Card (Form 82-183), that is not dated for the day the photograph is to be taken will not be honored. In this case, the employee will be required to have his appointing authority resubmit the request. This stipulation is intended to prevent the use of unauthorized identification cards and to assure that the employee report to the Department of records when scheduled.
5. Any changes other than typed will be cause for withholding the issuance of the identification card.
6. On requests for replacement cards, such as: retired employees cards, lost cards, etc., employee cummins number should be placed in the space for "number assigned" on form 82-183.



Managing Director