

## **Employee Identification Card Policy**

The College recognizes that an I.D. card provides employees and their families with many valued benefits. These benefits include: use of the Dow Physical Education Center, free general admission to College athletic events, discount fees for numerous cultural activities, use of other College facilities including parking and a discount on bookstore purchases. It has therefore become necessary to establish policies governing the issue and use of cards.

Photo I.D. cards are issued at no cost to all regular non-student employees who are paid through the College payroll. The Human Resources Office is responsible for authorizing the distribution and annual validation of cards. The following I.D. card categories and guidelines are followed:

### **Staff Card**

Validated with a sticker for a twelve (12) month period for all regular non-faculty employees. The card provides full benefits to the employee and his or her dependents. Dependents desiring a Dow Card need to contact the Dow Center. Single employees are given a guest privilege that allows them to attend College activities and use College facilities with a guest at no charge. New validation stickers for cards are issued each fall semester.

### **Auxiliary Employee Card**

Issued to those paid employees providing special services to the College on a short-term, part-time, or temporary basis. The card will expire at the end of the scheduled services. The auxiliary employee shall receive benefits for his or her dependents during the period of the assignment. Special employees groups in this category include but are not limited to: Creative Dining Service employees, Holland area police/fire personnel, physician consultants, etc.

### **Retired Employee Card**

Employees who retire from active service at the College on or after the age of 65 (or age 60 with 10 years of Hope College service) or through a College Early Retirement Plan are eligible to receive an honorary lifetime I.D. that will provide the same benefits described in paragraph one for regular, active employees. Spouses of deceased retirees shall become eligible for an honorary activity card providing a continuation of benefits. Should the spouse remarry, the card shall expire on the date of the remarriage.