

<p>ID Card Procedures for Non-Employee Affiliates of The University of Scranton October 2015</p>
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I. Purpose

The University of Scranton is an open campus, open to all guests and visitors. This procedure is designed to improve campus safety and security by defining access control procedures for Non-Employee Affiliates, who are either formally volunteering or performing work at The University. This procedure will utilize mechanisms such as authorization for work, personnel identification, access management, and coordination/monitoring procedures to facilitate a non-employee affiliate's activities while protecting University employees, students, faculty and property. Note that access to residential buildings on campus will be extremely limited and blanket access to all swipe-

Volunteer - A person who is formally volunteering their services under direct supervision of a University Department, either on a long term or short term basis.

B. Service Provider - A Service Provider is any company that has been contracted by The University to perform work or supply goods that requires access to campus buildings to complete the service. A Service Provider may fall into any one of the below categories:

1. General Contractor, Large Construction Projects- General Contractor is identified as the firm responsible for site management and oversight of any large construction or renovation project on campus. The General Contractor is under a contractual agreement directly with The University and is responsible for all subcontractors on the project.
2. Contractor-

E. Identification/ID Badge: Identification badges referenced under this procedure include:

- 1.

- E. Volunteer A volunteer is required to follow this University Procedure and any other University Procedures with regard to background checks. If application for Non-Employee Affiliate ID Card (Attachment 1) is approved, the Volunteer will be issued a University Service Provider ID Card with pre-programmed access.
- F. General Contractor, Large Construction Projects: The General Contractor shall be responsible for the security of their jobsite, including ensuring a system for accountability and access of workers and visitors remains in place while under control of the building. The University Contractor Access Control Procedure will be implemented for the facility when a designated project milestone is reached (e.g. acceptance of the facility by The University or provision of the Certificate of Substantial Completion). Once The University does acquire a building, any contractor, subcontractor or service provider will be required to comply with the provisions of this procedure and complete an application for Non-Employee Affiliate ID Card (Attachment 1).

IV. Procedures

- A. Compliance Statement: Prior to issuance of the Non-Employee Affiliate ID Card, the Volunteer or Service Provider will be required to review and agree to a compliance statement acknowledging the purpose and importance of the procedure and all of its elements, including adherence to the procedure. The compliance statement will also be reviewed and agreed upon by the University Point of Contact. The compliance statement will be found on the application for Non-Employee Affiliate ID Card (Attachment 1)
- B. Obtaining a University Non-Employee Affiliate ID Card: A Non-Employee Affiliate may apply for a University Non-Employee Affiliate ID Card through the University Point of Contact and Technology Support Center, utilizing the application form found in Attachment 1 of this procedure. Upon approval, the person to receive the Card will report to the Technology Support Center to have his/her photograph taken and ID issued. ITDA must review all applications before a card is issued. This may take up to 3 business days. Cards will not be issued to the applicants by the Technology Support Center until approved by ITDA. Such cards are University property, non-transferable and are valid for no more than 6 months from issuance. If the length of the volunteer's affiliation with The University and/or the term of employment for the employee with the service provider is less than 6 months from date of card issuance, the expiration will occur at the conclusion of the affiliation/employment.
- ~~C.~~ Renewal of Card At the expiration of the non-employee affiliate ID card, the originally-granted swipe access to all swipe-protected University buildings will cease. At that time, re-application will need to be repeated for card renewal.
- D. University Services Provided to Non-Employee Affiliate-
 - 1. Door Access For individuals with a Non-Employee Affiliate ID Card, card-swipe access will be provided to the secured buildings in which the volunteer or service provider will be volunteering/working. The access will be provided for only those hours of the day for which the individual has need to enter the building(s), as provided on the Application for Non-Employee Affiliate ID Card (Attachment 1).
 - 2. Other Royal Card Services no other services, as provided to those holding staff, faculty and student ID cards (Royal Cards), will be provided to non-employee affiliates.

E. Access Management: Access management mechanisms that may be implemented by

Attachment 1

University of Scranton Non-Employee Affiliate ID Card Application

IT Development & Applications (ITDA) will authorize Non-Employee Affiliate ID Cards for approved Volunteers and Service Providers in accordance with ID Card Procedures for Non-Employee Affiliates of The University of Scranton. A person desiring an ID Card for the purpose of access to swipe-protected buildings must be sponsored by a University Department.

Please note: ITDA must review all completed applications before card is issued. THIS MAY TAKE UP TO 3 (THREE) BUSINESS DAYS. Card will not be issued to applicant by the Technology Support Center until approved by ITDA. Please see instructions on how to remit completed application on page 8. Applicant will be contacted when card is approved and must visit the TSC to get photo taken and receive card, Monday-Friday between 8:30 a.m. and 4:30 p.m.

ACCESS REQUESTED

In the table below, list each Campus Building to which you are requesting access, and the time(s) of day for which you need access – (Note: Access to residential buildings will be extremely limited.):

COMPLIANCE OF THE PARTIES

This Agreement is effective upon signatory approval from the parties and will remain effective for 6 months from the date of approval, or the End Date specified above, whichever comes first.

As a University Departmental Point of Contact I certify:

As the Non-Employee Affiliate Card Holder, I certify:

1. I will not give my issued ID card to anyone else, for any purpose (i.e. agree that card is non-transferable);
2. I will not use my issued ID card to obtain access to any University of Scranton building for any purpose other than that described above, in "Reason for Access Being Requested";
3. If I cease to be employed by the Employer listed below, I will return my card to my employer immediately;
4. If I am serving as a Volunteer, I have passed background checks required by The University of Scranton at time of application, and if I cease to be a Volunteer, I will return my card to my sponsoring department immediately.

Signed: _____ Date: _____

Applicant Information:

Name of Person Applying for ID Card, and Title (if applicable) _____
Telephone Number _____
Email address _____
[Employer (Company) Name, if applicable] _____

(If applicable) As the Employer of the Non-Employee Affiliate Card Holder, I certify:

1. I will assume liability for the individual's/employee's use of the Card;
2. The individual applying for this card has undergone and successfully passed appropriate background check(s), as determined by University of Scranton policy at time of application;

3. The individual will not use the card to obtain access to any University of Scranton building for any purpose other than that described above, in "Reason for Access Being Requested". The individual applying for this card needs access to the buildings listed above, at the times of day specified, for the length of time specified, for the reason described above, in "Reason for Access Being Requested";
4. If the employee being issued the card is no longer employed by my company, I will obtain the card from the employee, and return it to The University of Scranton immediately. If the card cannot be obtained from the employee, I will notify The University of Scranton Departmental Point of Contact.

Signed: _____ Date: _____

Name and Title of Employer Representative: _____
Telephone Number: _____
Email address: _____
Company Name: _____

IT APPROVAL:

Approved by: _____

Signed: _____ Date: _____

Please remit the completed form to:

(Mail) Royalcard Administrator/ITDA, Alumni Memorial Hall, University of Scranton, 800 Linden Street, Scranton, PA 18510

(FAX) 570-941-6568

(Email) royalcard-admin@royallists.scranton.edu

Note: A copy of this executed form shall be returned to each person signing the form, upon request, and the original retained by University of Scranton IT Development and Applications. A copy of the form shall be provided to University of Scranton Human Resources, upon request. ITDA must review all applications before card is issued. This may take up to 3 business days. Cards will not be issued to applicant by the Technology Support Center until approved by ITDA.