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## ASUN Operating Procedure – 5009

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### Operating Procedure Synopsis

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**Title:** Name Badges

**Approval Date/Revision Date(s):** 1/2023

**Review Date(s):**

**Executive Cabinet Liaison:** Vice Chancellor for Finance and Administration

**Responsible Manager:** Director of Human Resources

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### A. Purpose and Scope

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The purpose of this operating procedure is to ensure ASUN employees have access to name badges. Employees involved in fulfilling this operating procedure include the Director of Human Resources, the Chief of Staff, all supervisors, and all employees.

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### B. Definitions

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### C. Procedures

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#### The Purpose of Name Badges

Name badges offer a number of benefits, including but not limited to:

- identification of employees for students, visitors, and coworkers;
- improved accessibility and personalization, inviting more open communication;
- marketing of ASUN within the community; and increased safety on campuses.

Employees are encouraged to wear their name badge at all times while on campus and while conducting ASUN-related business off campus.

#### Lanyard-Style Plastic Name Badges

1) Distribution:

- a. Lanyards will be distributed annually at Fall Convocation (through the Office of the Chancellor) and to new full-time employees during orientation (by Human Resources).
- b. Plastic name badges will be distributed to full-time employees during orientation.
- c. Part-time employees may also receive lanyards and plastic name badges upon request. *Supervisors are encouraged to request lanyards and plastic name badges on behalf of all part-time employees.*

2) Replacement:

- a. Lost/broken lanyards can be replaced by purchasing a lanyard from the ASUN Bookstore.

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

- b. Plastic name badges can be replaced due to name/title change or loss/damage at any time.
- 3) Requests:
  - a. Requests for lanyards and plastic name badges should be submitted to [hr@asun.edu](mailto:hr@asun.edu).

### **Metal Name Badges**

- 1) Distribution:
  - a. Metal name badges will be distributed to new full-time employees *if* requested by the supervisor or employee utilizing the “Business Card Name Badge Request Form” linked below.
- 2) Replacement:
  - a. Metal name badges can be replaced if lost/broken every two years at the expense of the department.<sup>1</sup> *Please be mindful of departmental budgets and respectful of institutional resources when requesting replacement badges. Employees should NOT submit requests for additional metal name badges unless theirs is lost/broken.*
  - b. Metal name badges can be replaced when a name/title change occurs at the expense of the department.
  - c. Metal name badges can be replaced (or extra badges ordered) at any time at the expense of the employee.
- 3) Requests:
  - a. Requests for metal name badges should be submitted to the respective employee’s department head using the “Business Card Name Badge Request Form” linked below.

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### **D. Related Information**

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[Business Card Name Badge Request Form](#)

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<sup>1</sup> Please note that this does not apply to grant-funded departments whose expenditures are regulated by external authorities and whose purchasing guidelines would conflict with this policy.