

**CITY OF PLANO POLICIES AND PROCEDURES**

202.000

**Department Name:** Human Resources Manual

**Procedure:** Identification Cards

**Effective Date:** 11/01/96

**Revision Date(s):** 04/01/05, 08/01/05, 04/01/06, 04/01/09

**I. Purpose**

For security purposes, all employees shall be issued a personal identification card. Identification cards shall be used for accessing City facilities and work areas as appropriate.

**II. Policies & Procedures**

**A. Designation of Access Level**

City of Plano employee identification cards will be issued to all City employees by the Human Resources Department ("Human Resources"). Human Resources will issue two (2) types of identification cards:

1. EID (Employee Identification Card) – Gives no access to any City building with a card access security system. Used for identification purposes only. Typically issued to seasonal employees and employees not working in a City facility with a card access security system; and
2. General Access Identification Card (GAID) - Allows employees to access only the general public areas such as hallways and elevators in a City facility and if applicable, the employee's departmental suite/work station. The GAID will be issued to all employees who work in a City facility that utilizes a card access security system.

**B. Upgrading Identification Cards to Higher Security Access Levels**

If an employee's access level needs to be upgraded, the Department Head or his/her designee shall contact the Facilities Department for information concerning the various access security systems and levels. The Department Head, or his/her designee, shall then notify Human Resources in writing specifying the change and providing an effective date.

**C. Contract Workers**

Human Resources will issue contract workers "Contractor Identification Cards" after receiving written instructions from an authorized Facilities representative.

**D. Obtaining an Identification Card**

Identification cards will be made in the Human Resources Department between 8:00 a.m. and 4:00 p.m., Mondays through Fridays only.

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E. Card Use

City identification cards are issued for “official use only” and are not to be used for obtaining privileges, or for any personal reasons, without the approval of the employee’s department head. Misuse of the City of Plano identification cards will be grounds for employee disciplinary action.

F. Change in Status

Any employee having a name change shall obtain a new EID card within 30 days of the name change. If an employee has a change in access level or change in department, the Department Head shall submit a PAF reflecting the change.

G. Loss of Card

***If an access card is lost, the employee must immediately notify his/her supervisor who will immediately notify Human Resources to have the card de-activated.*** Employees will be responsible for the replacement costs if they lose their identification cards. Cost of replacement is \$5.00 for an access card, and \$1.00 for an Employee ID Card. ***Cards damaged by normal use will be replaced at no cost to the employee.***

H. Surrender of Identification Card Upon Termination

Employees will surrender their identification cards upon termination of employment. The Department Head or his/her designee shall be responsible for collecting the departing employee’s identification card, notifying Human Resources to de-activate the card and returning the card to Human Resources.

**III. Appendices**

A. PAF - Personnel Action Form

# PERSONNEL ACTION FORM

WORK GROUP \_\_\_\_\_  
 RULE ELEMENT 1 \_\_\_\_\_  
 RULE ELEMENT 2 \_\_\_\_\_  
 RULE ELEMENT 3 \_\_\_\_\_  
 RULE ELEMENT 4 \_\_\_\_\_  
 RULE ELEMENT 5 \_\_\_\_\_

Name		Telephone	Sex
Address			
Fund No.	Cost Center	Social Security No.	Employee ID #
Date of Hire	Date of Birth	ID Card Access Level	

## PROMOTION, DEMOTION OR TRANSFER

### FROM:

Job Code/Position No.	
Title	
Pay Group	Cost Ctr
Department Name	
Hrly Salary	Grade
Regular	Temporary
Full-time	Part-time
<input type="checkbox"/>	TMRS Eligible
<input type="checkbox"/>	Not TMRS Eligible

## APPOINTMENT

### TO:

Job Code/Position No.	
Title	
Pay Group	Cost Ctr
Department Name	
Hrly. Salary	Grade
Regular	Temporary
Full-time	Part-time
<input type="checkbox"/>	TMRS Eligible
<input type="checkbox"/>	Not TMRS Eligible
Reports To:	Position Number:
Old Position's	<input type="checkbox"/> Decrease
Headcount Chg	<input type="checkbox"/> Increase
	<input type="checkbox"/> Remain the same

## PERFORMANCE INCREASE, PAY DECREASE OR PAY ADJUSTMENT

Date of Last Increase	
From: Hrly Salary	Grade
Performance Increase (%)	

Title	
To: Hrly Salary	Grade
Performance Award (Lump Sum) \$	

## LEAVE OF ABSENCE OR SUSPENSION (Check "√" Leave classification)

Placed on:	<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Suspension	Effective Date
Return from:	<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Suspension	Effective Date
Nature of Leave			Duration

## SEPARATION (Check "√" Separation classification)

Title	Hrly Rate		
<input type="checkbox"/> Retirement	<input type="checkbox"/> Dismissal	<input type="checkbox"/> Layoff	<input type="checkbox"/> Disability
<input type="checkbox"/> Resignation	<input type="checkbox"/> Deceased	<input type="checkbox"/> End of Temporary Work	
Change to Position	<input type="checkbox"/> Decrease	<input type="checkbox"/> Increase	<input type="checkbox"/> Remain the Same

Effective date: \_\_\_\_\_ Last Date Worked: \_\_\_\_\_

Remarks: \_\_\_\_\_

## ACCOUNTING USE ONLY

Benefits:								
Regular Hrs	_____	@	_____	Comp Time	_____	@	_____	
Overtime Hrs	_____	@	_____	Longevity	_____	@	_____	
Sick Leave	_____	hrs @	_____	Ins Refund	_____	@	_____	
Vacation	_____	hrs @	_____	Other (Specify)	_____	@	_____	
							<b>Total</b>	_____

Division Manager \_\_\_\_\_ Date \_\_\_\_\_

Director of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Generalist \_\_\_\_\_ Date \_\_\_\_\_

City Manager \_\_\_\_\_ Date \_\_\_\_\_