

From: Whitlock, Eugene
Sent: Monday, October 19, 2015 8:21 PM
To: All District Employees <all@smccd.edu>
Subject: Employee ID Update

Dear Colleagues:

After two robust discussions at District Participatory Governance Council meetings, the District will move forward with implementing the Employee ID program. I want to thank all of those who contributed to the discussions at the meetings as well as via email. In addition, I appreciate the bargaining units and students taking the time to discuss the program with their constituencies. All of the feedback was taken into careful consideration and has informed how the program will be implemented. Below (and attached to this email and on the District downloads) you will find an FAQ that should address most of your questions about the program. I would like to give a special thanks to Juanita Celaya who provided significant input to the FAQ and made it much more informative.

If you have any questions, please do not hesitate to contact me or Mike Celeste at Public Safety.

Thanks, Eugene

Eugene Whitlock
Vice Chancellor, Human Resources and General Counsel
San Mateo County Community College District
(650) 358 6883

EMPLOYEE ID FAQ

1. Why is the District issuing employee ID cards?

The primary reason for issuing the ID cards is to promote safety on each of the District's campuses. An ID card provides a consistent method of identification of those authorized to be on campus, which is particularly useful in the event of an emergency because if a person has his/her District ID, Public Safety or law enforcement/emergency responders can tell at a glance who does and doesn't belong in a building. Should a fire or accident occur, badges could provide important information for emergency personnel.

When IDs are worn (which is optional), they provide a simple way to identify staff members and thus students and members of the public can quickly determine if someone is a staff member when they need assistance. In addition, when identification is worn, it is easy to know a colleague's name and this can increase the sense of community at the District.

2. I still require a key to access some areas and the FOB is more convenient to carry with my keys. Can I keep the old FOB and have an ID Card?

No. The issuance of multiple access devices, (e.g. a card and a FOB) creates the potential for people to give away the FOB, while people are less likely to give away their picture ID. So, for security reasons, each person will be issued only one ID card that has the same access as the old FOBs. All FOBs must be turned in for new ID cards, and the old FOBs will be deactivated.

The District does recognize that it is a burden to carry keys and a card, therefore the Facilities Department continues to convert classrooms to electronic access instead of key access. If you believe that you have an urgent need to have a classroom converted, please let Facilities know so that it can assess the need.

3. Do I have to wear my card on a lanyard, clip it to my shirt or belt, or carry it with me? What is the benefit to me?

No. There is no requirement to wear or carry your ID card and you will not be randomly stopped by Public Safety and asked to “show ID.” However, the benefit for employees who choose to wear/carry their ID cards include easy access to buildings and locked areas and easy identification by Public Safety in the event of an emergency. In addition, displaying an ID card makes employees easily identifiable to each other as they travel throughout the District and provides increased customer service for students and visitors.

The District is also evaluating enabling the cards so employees can scan their cards at events where attendance needs to be recorded, such as at mandatory training events. This feature has the potential to connect to a system so that employees can track their own participation in professional development activities, such as flex day.

The colleges are also discussing offering employees free admission to sporting events (except those prohibited by NCAA rules) and the District is exploring adding discounts connected to the ID card in the community in the future.

4. Will the District provide a lanyard or a cardholder if I want to use one?

Yes. The District will provide lanyards, clip on cardholders and sleeves that can attach to your cell phone to make it easier for you to carry the badge if you would like. The images below give you an idea of what these items will look like. Also keep in mind that the new cards are “proximity” cards, which means that they can work from inside of a wallet or bag.



5. How big is the card going to be?

About the size of a credit card. The District has been researching smaller options, but has thus far not found an affordable alternative to the standard size cards.



(actual size)

6. What happens if I lose my card? With my name on the card it could be possible for someone to figure out where to use it.

As with the current FOBs, you should inform Public Safety immediately if the badge is lost or stolen so that it can be deactivated and a new card issued.

7. How do I get my picture taken?

Beginning on Monday, November 2, 2015 you will be able to go – without an appointment – to the District Office or any of the College Public Safety Offices between 9am and 10am, and 1pm and 2pm, to have your picture taken. At the beginning of Spring 2016, photo “booths” will be set up on each campus for taking pictures. The District will continue taking photos through the beginning of next semester. If you are unable to make any of the available times due to your work schedule, District Facilities can work with you to make special arrangements so that your picture can be taken during your regular working hours.

8. When will I get my new ID Card?

The new ID cards will be made available starting in the middle of the Spring semester. If everything goes according to the current schedule, all of the current FOBs will be exchanged for ID cards by the end of Spring 2016 and the current FOBs will be deactivated.

9. Will my picture be put on the District web site?

The District is exploring the option of making the photos available on an internal directory accessible only to employees and students. Photos on the public directory will continue to be optional.

10. I have safety concerns and do not want my picture and/or full name on my ID card. Are there other options?

Employees who have safety concerns (e.g. stalking, restraining orders, etc.) should contact Public Safety who will address these issues on a case-by-case basis.