



## **ID Card Program & Policy**

### **New ID Cards:**

- Identification (ID) cards are issued to all employees of the Unified Personnel System and other County agencies housed in County owned or operated facilities.
- In many instances, the ID cards also serve as building access cards for work locations and to the Wellness Center located at 324 S. Fort Harrison Avenue, Clearwater.
- Employees desiring access to the Wellness Center should contact the Health & Wellness Specialist at 464-3768 or [wellness@pinellascounty.org](mailto:wellness@pinellascounty.org) to schedule an orientation.

### **Card Usage:**

- All permanent full-time and part-time County employees will be required to have their County issued ID Card in their possession at all times while on County time, or in County owned or operated facilities or vehicles.

### **Replacing Cards:**

Reasons for replacing ID cards include, but are not limited to:

- The current card has been in use for a period of five (5) or more years
- Employee name change (official documentation required)
- The employee receives a transfer, promotion, demotion, etc. to a different department
- Any other reason deemed appropriate and submitted in writing to the Director of Human Resources by the employee's department/division director

To replace a lost or stolen card, an employee should inform his/her supervisor, who will call the Records Administration Section of the Human Resources Department at 464-3367.

### **Name Changes and Transfers to Other Departments:**

- When an employee has a name change or is transferred to another department, a new card will need to be printed and sent to the appropriate department.
- Supervisors who receive transferred employees should promptly notify the Records Administration Section of the Human Resources Department (464-3367) and forward the card for re-coding.
- The Records Administration Section will be responsible for coordinating with Real Estate Management for the re-coding of the card and re-issue the card to the employee.

### **Termination or Resignation:**

- Upon termination or resignation from County employment, employees will be required to turn over their ID cards to their supervisors who will notify the Records Administration Section for deactivation.