**Employee Identification Cards (20.034)**

**Introduction**
The University provides staff with an Employment Identification Card (Brown Card). Employees with valid Brown Cards are entitled to use a variety of campus services.

**Policy Statement**
The Brown Card remains the property of Brown University. It is entrusted to each staff member in a regular or fixed term position while employed by the University. Employees working in seasonal/intermittent positions usually do not receive Brown Cards; however, they may be eligible to receive a limited-privilege Brown Card if necessary to perform the position's duties.

Brown Cards are strictly non-transferable. Fraudulent use of a Brown Card will result in disciplinary action. Fraudulent use includes using or permitting the use of a card by a person other than the individual to whom it was issued or for the benefit of a person not entitled to the access or privileges for which it is used.

The Brown Card must be presented when seeking access to certain buildings or services or other privileges determined through the Brown University Card Access System or upon request of a University Official.

Employee Brown Cards are considered University property and must be returned upon termination of employment along with other University property.

**Responsibilities**
**Brown Card Holder:** It is the responsibility of the cardholder to report promptly a lost or stolen identification card. If the loss or theft is discovered during:

- Normal business hours: Notify the Brown Card Office;
- Outside of business hours: Notify Public Safety.

**Related Information**
The photo image and all other cardholder related information are confidential and will be used exclusively for official University business. Photo images or cardholder information will not be made available electronically or otherwise for any other purpose.

For detailed information on the services available to employees, please visit the [Brown Card Office website](https://www.brown.edu/about/administration/cards).

**Policy Owner Approved by** Assistant Vice President for Financial & Administrative Services and Vice President for Human Resources

**Contact(s)**
Cheryl Delsanto
Manager, Brown Card Office
Brown Card Office
J. Walter Wilson, Room 511
Cheryl_Delsanto@Brown.edu
401-863-2990

Toni Lenz Tinberg
Director of HR Services
University Human Resources
Brown Office Building, 3rd floor
Toni_Tinberg@Brown.edu
401-863-1082

Revision Date: Tue, 2014-05-20 16:11

Source URL (retrieved on 2018-Jan 12):
https://www.brown.edu/about/administration/policies/node/220