

## ***WORK CONDITIONS AND HOURS***

### **EMPLOYEE ID CARDS**

The University provides an identification card "ID" to all non-student employees. The ID card is used for free access to various facilities and activities available for University employees. The Employee ID Cards are provided at no cost to the employee and are valid for four years or upon termination of employment. ID cards are to be returned to the Human Resources Office upon termination of employment.

ID cards are valid only during the period of employment or retirement and does not authorize the holder to obligate the University in any manner.