



## POLICY

### **Title:** CATcard and Identification Cards

#### Policy Statement

University students, employees, temporary employees, employees of affiliated organizations, temporary agency personnel, and spouses/dependents of employees are required to carry a University identification (ID) card or credential when present on campus to identify them as members of the campus community. Vendors are required to carry either a University or company identification card when present on campus to identify them as invited guests with business to be conducted on campus. These ID cards are used to confirm that card holders are entitled to access University facilities and services.

#### Applicability of the Policy

This policy applies to all University of Vermont students, faculty, staff, temporary employees, employees of affiliated organizations, vendors, temporary agency personnel, and spouses/dependents of employees with access to University buildings, facilities, and services.

#### Definitions

**Affiliated Organization Employee:** An individual whose primary affiliation is with an organization other than the University that has an official relationship with UVM.

**CATcard:** The official University of Vermont ID card issued by the CATcard Service Center to employees, students, temporary employees, and employees of affiliated organizations. See "Procedures" for specific authorizations.

**Courtesy Card:** The official University of Vermont ID card issued to temporary agency personnel, vendors, and spouses/dependents of benefited employees and full-time students.

**Spouse/Dependent:** The spouse, civil union partner, or dependent child of a UVM employee or full-time student who is eligible for benefits.

**Temporary Agency Personnel:** An individual employed by a temporary agency assigned to a University department or office.

**Temporary Employee:** A temporary employee of a University department or office.

**Vendor:** Any contractor or invited service provider with access to campus facilities.

#### Procedures

1. The CATcard is issued by the CATcard Service Center. The first CATcard issued for faculty, staff or

student, will not incur any charge. There is a fee for any other card issued or replaced. Individual departments may choose to cover the cost of worn out cards.

- a. Employee CATcards are issued at the time of hiring and contain the employee's name, photograph, a printed on date and status.
  - b. Student CATcards are issued at the time of course enrollment and contain the student's name and photograph, a printed on date and status.
  - c. Temporary Employee CATcards are authorized by that department/office employing the temporary employee and contain at minimum the temporary employee's name and photograph, department, and an assigned expiration date.
  - d. Temporary Agency Personnel CATcards are authorized by the department or office employing the temporary employee, and contain at minimum the individual's name and photograph, name of the temporary agency, and a 1-year expiration date.
  - e. Affiliated organizational employee CATcards are initiated by the sponsoring UVM department/office, authorized by Human Resource Services, and contain at minimum the employee's name, photograph, and department and an assigned expiration date.
  - f. Vendor CATcards are authorized by the department contracting with the vendor, and contain at minimum the individual's name and photograph, company name, and an assigned expiration date, individual departments may at their discretion cover the cost of vendor cards.
  - g. Spouse/Dependent CATcards are issued after confirmation of dependent eligibility through the University's human resources system or the Student Affairs Office, and contain at minimum the spouse/dependent's name, photograph, and an assigned expiration date.
2. Assigned expiration dates for Temporary Employees, Temporary Agency Personnel, Affiliated organizational employees, Vendors and Spouse/Dependents are specified on the request form and cannot exceed 1 year. Forms returned without a specified expiration date are set to expire at 90-days.
  3. The CATcard is the property of the University of Vermont and expires when the card holder is no longer affiliated with UVM or the expiration date has been exceeded. The card must be collected by the manager/supervisor and returned to the CATcard Service Center when employment, or other affiliation with the University is terminated. If collection of the card is not possible the manager/supervisor must contact the CATcard Service Center to notify them of the termination. CATcard access for students is specifically tied to enrollment for each semester and is detailed on the CATcard website.
  4. A CATcard credential is for the exclusive use of the individual to whom it was issued. Cards or credentials must not be loaned or given to anyone else at any time. The CATcard must be presented upon request by a University official. CATcards will also be examined when presented for goods or services to confirm that the card is being used by the person to whom it was issued. University personnel may request additional identification to ensure that a CATcard belongs to the individual presenting the card. The card will not be accepted if the photo on the card does not resemble the individual presenting the card, and the CATcard Service Center will be notified when a card transaction has been denied. Card holders are responsible for any activity, service, privilege, or sale transactions occurring on their card if it was loaned or given to another person.
  5. All University employees, affiliated organization employees, and temporary agency personnel who have random, unrestricted access to buildings and facilities other than their own are encouraged to

display a CATcard in a readily visible place on their person. Individual departments may require their employees to display a CATcard if work circumstances dictate. Faculty and staff present in buildings after the building has been closed and secured are also highly encouraged to display their CATcard in a readily visible place on their person.

6. Vendors who have access to buildings and facilities are required to display their own company identification card or a UVM CATcard in a readily visible place on their person whenever on campus. Upon request they are required to present and/or submit their ID card to any UVM employee. Vendors without a company ID card that they can be readily displayed on their person must obtain a vendor CATcard from the CATcard Service Center and wear it whenever they are on campus. Vendors must register their visit to campus with Procurement Services.
7. CATcards must never be left with an individual or department as collateral for goods or services. Please notify the CATcard Service Center if asked to leave the card by a department or office.
8. A lost or stolen CATcard must be reported immediately at [webcard.uvm.edu](http://webcard.uvm.edu), calling the CATcard Service Center (656-4509) during business hours, or calling UVM Police Services (656-3473) after business hours. Police Services is open 24 hours a day. There is a fee for lost, stolen, or worn-out cards. Name changes must be reported to the CATcard Office as soon as possible.
9. Tampering with a CATcard magnetic stripe, contactless chip, barcode, card reader, data line, or any related equipment, may subject the card holder to disciplinary procedures. If you witness misuse of a card or card reader, please call Police Services (656-3473).

## Contacts

<b>Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):</b>	
<b>Title(s)/Department(s):</b>	<b>Contact Information:</b>
CATcard Service Center	B-150 Billings (802) 656-4509 <a href="mailto:catcard@uvm.edu">catcard@uvm.edu</a>
Police Services (to report suspicious activity)	284 East Ave (802) 656-3473
Purchasing Services (for Vendor questions)	205 Waterman (802) 656-6610

## Forms/Flowcharts/Diagrams

- Sample memo to request a CATcard for a temporary employee:  
[https://www.uvm.edu/sites/default/files/CATCard-Service-Center/Forms/Temporary\\_FORM.pdf](https://www.uvm.edu/sites/default/files/CATCard-Service-Center/Forms/Temporary_FORM.pdf)

## Related Documents/Policies

- None

## Regulatory References/Citations

- None

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About This Policy

<b>Responsible Official:</b>	Chief Safety and Compliance Officer	<b>Approval Authority:</b>	Chief Safety and Compliance Officer
<b>Policy Number:</b>	V. 3.2.2	<b>Effective Date:</b>	October 26, 2011
<b>Revision History:</b>	<ul style="list-style-type: none"><li>• V.4.1.7.1 Approved by the President on August 21, 2006</li><li>• V.4.1.7.2/V.5.4.2 Approved by the President on October 26, 2011</li><li>• Responsible official officially changed from the Vice President for University Relations and Administration to the Vice President for Operations and Public Safety (VPOPS) on October 1, 2019. Title of VPOPS changed to Chief Safety and Compliance Officer July 2022.</li><li>• Minor revisions November 4, 2019</li><li>• Minor revisions April 15, 2024</li></ul>		

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