

Section:	Human Resources (HR)
Subject:	Recruitment, Hiring and Appointment
Legislation:	
Effective:	November 21, 2003
Revision:	January 18, 2008; September 1, 2016 (reformatted)

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is for SAIT to hire the best qualified person within the resources available and without discrimination.

PROCEDURE

GOVERNING PRINCIPLES

1. Staff identification badges are intended to be visibly worn to create ambassadorship for students, visitors and clients on SAIT's Calgary campuses. With employees being readily identifiable, it effectively creates a more secure and safe environment and helps build community.
2. All salaried and wages employees must visibly display their staff ID badges as a condition of employment. Contract employees and independent contractors are encouraged to comply.

PROCEDURE

1. The employee must obtain the identification badge from the Campus Centre, Room V205 and visibly wear it while on campus. If it is unsafe to wear because of work activities, for example, while the employee is working around moving equipment, hot stoves, welding

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torches, etc., common sense prevails. The employ may remove the badge and replace it when appropriate.

2. An employee may obtain two identification badges:
 - a) Complete Identification Badge - includes the employee's full name, school/department, identification number and expiry date. Additionally, SAIT library privileges, free Campus Centre membership and SAIT U-Pass, if applicable, will be maintained on this badge.
 - b) Display Identification Badge – If an employee is uncomfortable wearing a complete badge that contains the employee's last name and identification number, a display identification badge may be obtained which can be modified to the employee's preference. At a minimum, the display identification must include the employee's first or given name, school/department name, expiry date and photo. If the employee chooses to wear the display identification badge, the employee must still carry the complete identification badge at all times while on campus.
3. A clip will be provided to the employee for the initial ID card. Employees can purchase lanyards at the SAIT Bookstore, or use personal lanyards of a professional nature.
4. Independent contractors who wish to obtain an identification badge must present a copy of their current SAIT contract, complete with authorized signatures, expiry date and a piece of identification. The identification badges issued to independent contractors will not allow for free Campus Centre facility or U-Pass privileges, as this is reserved for SAIT employees only.
5. The initial identification badge is available to employees and independent contractors at no charge, as is the optional display identification badge. If replacement cards are required due to loss or theft, they are available at the Campus Centre for a charge. When the expiry date on the card is reached, a new card will be issued for free. Employees must return their old cards when obtaining updated ones.
6. Permanent employees will need to update identification badges every two years or if changes to the data on the card occur prior to that time. Other employees will need to update their cards when their term of employment changes. All updates are free. Expired or incorrect cards must be returned when obtaining updated cards.
7. Upon termination of employment with SAIT, salaried employees must return their identification badges to Employee Services, while casual employees must return them to their school/department.

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8. Employees who do not comply with this procedure will be subject to discipline as specified in the collective agreement, or as stated in the employees' offer letters, whichever is applicable.

POLICY/PROCEDURE REFERENCE

HR.5.1	Recruitment and Selection policy
HR.5.1.1	Recruitment and Selection for Salaried Positions procedure
HR.5.1.4	Re-Employment of Retirees procedure
HR.5.1.6	Separation Appraisal procedure
HR.5.1.7	Break in Service procedure

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PROCEDURE