



OFFICE OF COMPLIANCE SERVICES  
UVM.EDU/POLICIES

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## POLICY

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**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~~ 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

Afor 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 ~~benefited~~ students.

Spouse/Dependent: The spouse, civil union partner, or dependent child of a UVM employee ~~and~~ a 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 to 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, printed on date and status
  - b. Student CATcards are issued at the time of course enrollment and contain the student's name and photograph, 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 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 assigned 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 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 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 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 on 9/30/2020.
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 credentials must not be loaned or given to anyone else any time. The CATcard must be presented upon request by a University of Vermont employee or student.

transactions occurring on their card if it was loaned or given to another person.

5.

## Training/Education

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

## About This Policy

Responsible Official:	Chief Safety and Compliance Officer	Approval Authority:	Chief Safety and Compliance Officer
Policy Number:	V.3.22	Effective Date:	October 26, 2011
Revision History:	<ul style="list-style-type: none"> <li>x V.4.1.7.1 Approved by the President on August 21, 2006</li> <li>x V.4.1.7.2/V.5.4.2 Approved by the President on October 26, 2011</li> <li>x 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 on July 2022.</li> <li>x Minor revisions November 4 2019</li> <li>x Minor revisions April 5, 2024</li> </ul>		