

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: A 8.0
Procedure Title: Nametags
Relevant Board Policy: N/A
Originating Unit: Public Relations Office
Maintenance Unit: Vice President of College Services

I. Purpose: This procedure provides the method to obtain the plastic nametags worn by all employees of Palo Alto College. Employees are encouraged to wear nametags every day to help visitors and students know whom they can ask for assistance. Employees are especially encouraged to wear their nametags during the first few weeks of each semester to help new students during registration and the first few weeks of classes.

II. Procedure Statement:

- A. The Public Relations Office is responsible for providing the logo and template to the District-approved vendor when the contract is established for the Trophy, Recognition, and Nametag Vendor.
- B. Each department supervisor is responsible for requesting nametags for new employees. Notify the Public Relations Office in writing by providing the person's name and title. The nametag will be provided using capital and lower case letters on both lines for ease of readability. The Public Relations Office is responsible for abbreviating items as needed to fit on the nametag. Unless the new employee requests a pin or pocket badge, the nametag will be ordered with a magnetic back.
- C. One nametag per employee will be ordered when the employee is hired. The Public Relations Office will provide a replacement nametag if the employee's name or title changes.
- D. Departments may request nametags directly through the vendor if more than one nametag per employee is desired or if the request does not meet the requirements of (B) or (C) above. The Department can request the nametag directly from the vendor, using normal purchasing procedures, i.e., petty cash or requisition. Call the Public Relations Office for assistance, if needed.
- E. Nametags will be ordered on the 15th of each month. Requests should be submitted no later than the 13th (or an earlier date, if of the 13th falls on a day that the college is closed.)

- F. Clip-on photo identification (ID) tags are issued by the District Department of Public Safety (DPS) and are required for all employees. These photo ID tags have a coded-magnetic strip on the back that will be used for programming access to buildings on campus. Employees should make arrangements with District DPS to obtain photo ID tags (see PAC Procedure P 8.0 Employee Entry).

Issued: April 6, 2001

Approved: (signed: Enrique Solis)
President

Revised: December 8, 2010

Public Relations Office