6.1 Employee Identification Cards Policy

Policy Statement
The Government of Nova Scotia is committed to providing a safe and secure work environment for its employees and visitors. The proper issuance and display of identification cards is one way to create a safer and more secure work environment. A standardized identification card also readily identifies Nova Scotia government employees when they visit other government offices and organizations.

Definitions
An employee is:
- an employee as defined in the Civil Service Act,
- an employee as defined in the Corrections Act,
- an employee as defined in the Highway Workers Collective Bargaining Act, or
- any other person directly employed by the Province of Nova Scotia

Policy Objectives
To help ensure a safe and secure workplace by readily identifying government employees and by providing an identification card that is difficult to tamper with or duplicate.
To enable the public, government departments, and others to clearly recognize Nova Scotia government employees by means of an identification card.

Application
This policy applies to all civil servants whose terms and conditions are set out in accordance with the Civil Service Act and regulations and other direct employees of the provincial government, including all bargaining unit employees.

Policy Directives
All government employees will be issued a standardized Government of Nova Scotia identification card.

Government employee identification cards are to be issued to government employees only.

Standardized issue government identification cards are not to be altered in any way.
The standardized identification cards are based on the template provided by Communications Nova Scotia and will contain the following information:

- Employee's picture — on a blue background
- Colour code for easy identification
  - Blue code for permanent employees
  - Green code for other employees whose employment status has a defined end date
  - Red code is used for Government of Nova Scotia employees who are security officers
  - Grey code for contractors working with the Nova Scotia government
- Employee name
- Government department — this field may contain the department's name; it is an optional field. Each department must determine if their name is to be included on all cards or excluded on all cards.
- Identification Card Number — this is provided by the identification card administrator.
- Issue date is the issue date for that card.
- Expiry date
  - Permanent employees will have an expiry date of five years
  - The expiry date for non-permanent employees will be based on their anticipated last day of work

All government employees will be required to display their government identification card while at the office or place of work.

Each department will appoint a person responsible for processing government identification cards (referred to as the ID card administrator) or they may use the services provided by the Department of Transportation and Infrastructure Renewal (TIR).

Identification cards must be returned to the employee's supervisors upon separation or transfer from their department. Supervisors are to return these cards to TIR or their department's ID card administrator.

Supervisors will notify TIR or their department's ID card administrator when there is a change in service of their employees.

Each Human Resources CSU will provide TIR or their department's ID card administrator with the details about new/transferred employees so that government identification cards can be issued for these employees.
Lost or stolen identification cards must be reported immediately to the employee’s supervisor and to TIR or their department’s ID card administrator.

Departments using TIR to print their identification cards are to complete the “TIR Government ID Request Form” in Appendix 6-A. This form is available from the HR CSU.

**Policy Guidelines**

Contractors may be issued a Government of Nova Scotia contractors identification card.

Any identification cards issued by a provincial government organization, in addition to the standardized Government of Nova Scotia identification cards, will be the responsibility of the issuing organization.

Departments may decide to not issue identification cards to employees with a defined end date as a result of their length and location of employment.

**Accountability**

Deputy heads are responsible for ensuring compliance with the requirements established by this policy for use of government identification cards.

Supervisors are responsible for ensuring that their staff are made aware of this policy and for complying with the policy.

Employees are responsible for complying with the policy.

**Monitoring**

Departments, offices and agencies are responsible for complying with this policy. Transportation and Infrastructure Renewal may periodically conduct audits of departmental performance management practices to ascertain compliance by departments with this policy.

**References**

DSO Policy
Chapter 6: Employee and Organizational Information
6.1 Employee Identification Cards Policy

Enquiries
General Enquiries, Transportation and Infrastructure Renewal (902) 424-2928.

Appendices
Appendix 6-A TIR Government ID Request Form

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<th>May 23, 2007</th>
<th>Effective date:</th>
<th>July 5, 2007</th>
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<td>Approved by:</td>
<td>Executive Council</td>
<td>Administrative update:</td>
<td>June 26, 2012</td>
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</table>
**Appendix 6-A**

**TIR Government ID Request Form**

Departments may get the Department of Transportation and Infrastructure Renewal to create their Government ID cards by completing the following form for each employee requiring an ID card. Please complete and return the following form to:

<table>
<thead>
<tr>
<th>Inter-Departmental address</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception</td>
<td><a href="mailto:Government_Photo_ID@gov.ns.ca">Government_Photo_ID@gov.ns.ca</a></td>
</tr>
<tr>
<td>Dept. of Transportation and Infrastructure Renewal</td>
<td>Subject: Photo Id’s</td>
</tr>
<tr>
<td>1672 Granville Street, Halifax, NS B3J 3Z8</td>
<td></td>
</tr>
</tbody>
</table>

Please contact your HR CSU to arrange a day for your photograph. NOTE: If photos are being sent via email, please ensure they have a **LIGHT BLUE** background, otherwise they will be returned.

Sample

![Sample Image](image)

<table>
<thead>
<tr>
<th>Department, Agency, Board, Commission</th>
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<tbody>
<tr>
<td>Office Location</td>
<td></td>
</tr>
<tr>
<td>Title/Position</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
</tbody>
</table>

**Has this person had a Nova Scotia Government Photo ID before?**

| Yes | No |

**Include Department Name on ID?**

| Yes | No |

**Expiry Date**

|  |

**Status**

| Permanent employee | Non-permanent employee | Non-government |

**Electronic File Name for photos being sent via email**

**Authorized HR Designate**

**Approved by Employee’s Supervisor**

Name (please print):

Signature:

**Return Address (if ID is being return via mail)**

**This person is a:**

| Security officer (Red Box) |

**Old Id Returned (Head Office Use Only)**

**Note that all fields must be completed (except for the last field which is only for security officers). Please return expired ID’s to Reception at the address above.**
Chapter 6: Employee and Organizational Information

6.1 Employee Identification Cards Policy

Government of Nova Scotia

Human Resources Management Manual