

11.1 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 work place 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 Public Works (TPW).

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

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

Each Human Resources CSU will provide TPW 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 TPW or their department's ID card administrator.

Departments using TPW to print their identification cards are to complete the "TPW Government ID Request Form" in Appendix 11-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 Public Works may periodically conduct audits of departmental performance management practices to ascertain compliance by departments with this policy.

References

DSO Policy

Enquiries

General Enquiries, Transportation and Public Works (902) 424-2928.

Appendices

Appendix 11-A TPW Government ID Request Form

Approval date: May 23, 2007

Manual release date: January 9, 2003

Approved by: Executive Council

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Appendix 11-A

TPW Government ID Request Form

Departments may get the Department of Transportation and Public Works 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:

Inter-Departmental address

Reception
Subject: Photo Id's
Dept. of Transportation and Public Works
1672 Granville Street, Halifax, NS B3J 3Z8

Email address

Government Photo ID@gov.ns.ca

Photos are taken Monday— Friday, 08:30 am— 02:00 pm, 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:



TPW Government ID Request Form

Department, Agency, Board, Commission	
Title/Position	
First Name	
Middle Name	
Last Name	
Include Department Name on ID?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Expiry Date	
Status	<input type="checkbox"/> Permanent employee <input type="checkbox"/> Non-permanent employee <input type="checkbox"/> 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 returned via mail)	
This person is a: (Please note that a provincial security officer or the Executive Director, Public Works, must sign this form confirming that the employee is a security officer).	<input type="checkbox"/> Security Officer (Red Box) Authorized Signature:

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, Department of Transportation and Public Works, 1672 Granville Street, Halifax, NS B3J 3Z8.