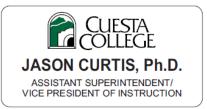
Name Badge Ordering – Standard Operating Procedure

- Name Badge Standard: Preferred first name, legal last name, job title
 - For Faculty: Job title will be listed as "Division name" faculty (Ex: Fine Arts Faculty) <u>OR</u> "Primary Discipline" Faculty (Ex: Ceramics Faculty), based on personal preference.
 - Employee may request credentials be listed at end of name (Ex: Ph.D.)
 - Pronouns: may be requested (not printed on name badge, sticker/ribbon provided)
 - Hablo Español! (Badge stickers provided to Bilingual employees)



- **Order frequency**: Name badge orders will be placed bi-monthly on the 2nd and 4th Monday of every month.
 - o Bulk orders will be placed to minimize the cost of shipping.
 - Orders to include new employee and current employee orders
 - New employee name badges will automatically be ordered or created in-house once the employee has been approved by the Board of Trustees (BOT) (does not include student workers or volunteers).
 - Current employee name badge requests will be added to the nearest upcoming order.

New Employee Requests:

- o Employee will complete the "Name Badge Request" form in the NeoEd Onboarding portal.
 - To be assigned with all other new hire paperwork
- Request will include:
 - Preferred First Name and Legal Last Name
 - Note: Preferred first name must be listed with the Human Resources System. Please ensure you included this on your Employee Information Sheet.
 - Do you have any credentials you would like listed at the end of your name?
 - Hablo Español? (Yes or No)
 - Preferred pronouns, if any
 - Signature and date
- Forms will be processed by HR and the new employee's name badge request added to the nearest upcoming order once the employee is BOT approved.

Current Employee Requests:

- Current employees can request a new/replacement name badge using the "Request a Name Badge" link on the HR website.
 - Cuesta.edu → Human Resources → Current Employee Forms → Request a Name Badge
 - Name Badge Request Form PDF should be downloaded and completed:
 - Banner ID, preferred first name, legal last name
 - Do you have credentials you would like listed at the end of your name?
 - Hablo Español? (Yes or No)
 - Preferred pronouns, if any

- Signature and date
- Once the form is completed, it should be emailed to HR@cuesta.edu for processing.
- Requests will be added to the nearest upcoming order.

Temporary Employees

- Temporary employees will be provided with a temporary name badge that is made in-house.
 - New Hires: Made upon hire and after BOT approval.
 - New hire process started January 2024. Employees hired prior to January 2024 who are in need of a name badge will need to request one via the online form.
 - Current Employees: Either the employee or Supervisor/Department can request a name badge using the "Request a Name Badge" link on the HR website.
 - Cuesta.edu → Human Resources → Current Employee Forms → Request a Name Badge
 - Download and complete the form, email completed form to HR@cuesta.edu
- Temporary employee name badges should be returned to HR when the employee is no longer employed with Cuesta College.

Student Workers/Volunteers

- Due to the varying nature of these positions, name badges will not be ordered/made automatically upon hire.
- Upon request, the employee will be provided with a temporary name badge that is made inhouse.
- Either the employee or Supervisor/Department can request a name badge using the "Request a Name Badge" link on the HR website.
 - Cuesta.edu → Human Resources → Current Employee Forms → Request a Name
 Badge
 - Download and complete the form, email completed form to HR@cuesta.edu
- Student worker/volunteer name badges should be returned to HR when the employee is no longer employed with Cuesta College.

Name Badge Delivery

- Name badges will be hand-delivered to the employee/department they were requested from as soon as they arrive from the vendor/have been made in-house.
 - Badge requests sent to outside vendor can take anywhere from 1 to 3 weeks to be delivered.
 - In-house badges will be delivered within 1 week of the request being placed.
- o Name badges for employees located at NCC will be sent via intercampus mail.

- Temporary Name Badges

- o Temporary, in-house made name badges are available upon request.
- These name badges should be requested when they are needed for:
 - Student facing/community events where employees are without a permanent name badge.
 - Employees that work at or frequently visit an off-campus site and are without a permanent name badge.
- o If a temporary badge is needed, please email requests directly to HR@cuesta.edu