

## 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) OR “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 2<sup>nd</sup> and 4<sup>th</sup> Monday of every month.
  - 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:**
  - 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](mailto: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](mailto: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 in-house.
  - 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](mailto: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.*
  - Name badges for employees located at NCC will be sent via intercampus mail.
- **Temporary Name Badges**
  - 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.
  - If a temporary badge is needed, please email requests directly to [HR@cuesta.edu](mailto:HR@cuesta.edu)