

**Human Resources**

1 **AP 7127 IDENTIFICATION CARDS**

2 **References:**

3 Education Code Section 87013

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5 All new full-time probationary employees, at the time of initial employment with the  
6 District, shall be issued an identification card which includes the employee's picture,  
7 position title, employee number, and signature. This identification card, which remains  
8 the property of the District, shall be carried by the employee at all times while on campus.  
9 Upon termination from employment, the identification card must be returned to the District  
10 in accordance with administrative procedures.

11 Temporary part-time academic employees and part-time classified employees shall be  
12 issued an identification card valid only for the academic year for which they are employed.

13 Office of Primary Responsibility: Vice President, Human Resources

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**Date Adopted:** February 24, 2020  
*Replaces former Cerritos College Policy 7024 et al.*