
SUBJECT: REQUIREMENT TO CARRY THE IDENTIFICATION CARD**Rule:**

It is a requirement that every student and/or employee of the San Juan Bautista School of Medicine (SJBSM) be duly identified during the time they are within our facilities. Students are also required to be duly identified when in academic activities outside of school facilities. The same applies to people who have professional contracts and services with the institution.

Process:

The Deanship of Administration and Human Resources is responsible for issuing all identification (ID) cards. Once the President/Dean authorizes a temporary or probative appointment, or a contract; an ID card for the employee will be issued and delivered on the first day of work. Whereas, when a student is officially enrolled, an ID card will be prepared, and delivered as part of the enrollment procedure.

Duration:

ID cards are issued with a term of no more than three months for temporary employees, two years for probationary and permanent employees, and contractors for the term of the contract. Active students will be issued an ID card for the full academic year, and will be renewed on a yearly basis upon enrollment.

Lost ID Card:


In the event that a student and/or employee lose their ID card, they must notify the Dean of Administration and Human Resources and request that a new card be issued. The cost of the ID card will be \$.00 (dollars) which must be paid in the accounting office. Receipt must be presented for new ID card to be issued.

Waiver or Separation:

When the employee resigns or ceases their duties with the Institution, they must present their ID card as a requirement in order to receive final payment of their salaries. When a student withdraws or graduates from the Institution, they must present their ID card as a requirement in order to receive their diploma and/or official documents.

Validity:

The provisions contained in this EXECUTIVE ORDER shall have immediate effect.



Dr. Yocasta Brugal
President/Dean

Approved: May 15, 2004

Revised: June 1, 2004

May 15, 2018