

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 (e.g., Fine Arts Faculty) OR “Primary Discipline” Faculty (e.g., Ceramics Faculty), based on personal preference.
 - Employees may request credentials be listed at end of their name (e.g., Ph.D.)
 - Pronouns may be requested. They are provided as an attachable ribbon and will not be pre-printed on the name badge.
 - “Hablo Español!” badge stickers will be provided to bilingual employees.
- **Order frequency:** *Name badge orders will be placed once a month.*
 - Bulk orders will be placed to minimize the cost of shipping.
 - Orders will include new and current employee requests.
 - 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.
 - This form will 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.*
 - Would you like your credentials 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 will be 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 → About → Human Resources → New and Current Employee Forms → Current Employee Forms → All Employees → Request a Name Badge
 - Name Badge Request Form should be completed through Dynamic Forms:
 - Banner ID, preferred first name, legal last name
 - Would you like your credentials 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 will automatically be routed to Human Resources for processing, and you will receive an email notification when it has been approved.
- 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: The employee can request a name badge using the “Request a Name Badge” link on the HR website.
 - Cuesta.edu → About → Human Resources → New and Current Employee Forms → Current Employee Forms → All Employees → Request a Name Badge
 - Name Badge Request Form should be completed through Dynamic Forms.
 - Once the form is completed, it will automatically be routed to Human Resources for processing, and you will receive an email notification when it has been approved.
 - Requests will be processed in-house upon receipt.
 - 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.
- The employee can request a name badge using the “Request a Name Badge” link on the HR website.
 - Cuesta.edu → About → Human Resources → New and Current Employee Forms → Current Employee Forms → All Employees → Request a Name Badge
 - Name Badge Request Form should be completed through Dynamic Forms.
 - Once the form is completed, it will automatically be routed to Human Resources for processing, and you will receive an email notification when it has been approved.
 - Requests will be processed in-house upon receipt.
- Student worker/volunteer name badges should be returned to HR when the employee is no longer employed with Cuesta College.

- **Name Badge Delivery**

- You will receive an email notification once your name badge has arrived, with the option to pick it up or have it delivered to your department via intercampus mail.
 - *Badge requests sent to outside vendor can take anywhere from 1 to 3 weeks.*
 - *In-house badges will be processed within 1 week of the request being placed.*

- **Temporary Name Badges**

- Temporary (in-house made) name badges are available upon request.
- These name badges should be requested as needed for:

- **Student-facing or community events** when an employee does not have a permanent name badge.
- **Off-campus work locations** when an employee regularly works at or frequently visits an off-campus site and does not have a permanent name badge.
- If a temporary badge is needed, please request a name badge using the “Request a Name Badge” link on the HR website.
 - Cuesta.edu → About → Human Resources → New and Current Employee Forms → Current Employee Forms → All Employees → Request a Name Badge
 - Name Badge Request Form should be completed through Dynamic Forms.
 - Once the form is completed, it will automatically be routed to Human Resources for processing, and you will receive an email notification when it has been approved.
 - Requests will be processed in-house upon receipt.