

HONG KONG BAPTIST UNIVERSITY

Staff Identity Card

1. Issuance

The University provides staff identity cards for full-time staff members with three months or above contracts and will also provide the same for part-time staff members with three months or above contract periods upon request. For issuance of staff cards, staff members will need to provide the Human Resources Office with a recent photograph (front-view, hatless with 50mm x 40mm dimension).

Staff dependants (including spouse and children) eligible for fringe benefits will be issued Affiliate Cards.

2. Purposes

The Staff Identity/Affiliate Card serves as a personal identification, a pass for entering the University premises, and a certification for using University facilities. When visiting on-campus western medicine clinic and appointed Chinese medicine clinics, Staff Identity/Affiliate Card should be presented as a certification of eligibility for discount. Staff Identity Card and Affiliate Card are not transferrable to any other persons for use.

3. Replacement

If you have recently changed your official name or your department/office affiliation, you will be reminded to make an appointment as soon as possible for replacing your staff card.

The University will replace, at no cost, any cards under the following conditions:

- ✧ microchip inside fails to function,
- ✧ information (including the photo) printed on the card is outdated, or
- ✧ fractured or defaced.

You may call 3411 7967 or 3411 7979 to make an appointment for replacing the card(s). For replacement, you will need to bring your old / defaced card(s) for cancellation in exchange for new one(s).

4. Loss & Return

Staff members should report loss of Staff Identity/Affiliate card(s) to the Human Resources Office at the earliest possible time. Staff members are required to return their staff card and/or affiliate card(s) issued under their names as they leave the service of the University. Affiliates should also return their cards for cancellation on cessation of their affiliate status with the University. An administrative fee will be charged for replacement of each Staff Identity/Affiliate card and for inability to return cards on cessation of employment/affiliate status.

Human Resources Office

November 2017

香港浸會大學

職員證

1. 簽發

大學為合約期滿三個月的全職員工提供職員證。合約期滿三個月的兼職員工, 亦可填寫表格申領證件。申領職員證須向人力資源處提供(正面、無戴帽、約 50 厘米乘 40 厘米)近照一張。

合資格申領福利的職員家屬(包括配偶與子女), 亦可獲發附屬證。

2. 用途

職員證/附屬證皆用作識別個人身份, 作為進入大學範圍的通行證, 及可使用大學設施的證明。如需使用優惠, 到大學校園內的西醫診所或受委任中醫藥診所求診時, 應帶備職員證/附屬證。職員證及附屬證均不應交給他人使用。

3. 更換

如果你最近更改了你的法定姓名或你所屬的學系/部門, 你將會接到通知, 提醒你預約時間, 更換你的職員證。

遇以下情況, 大學會不收任何費用為你更換職員證:

- ✧ 內置晶片失效,
- ✧ 上面所印資料(包括相片)已過時, 或
- ✧ 斷裂或磨損

請電 3411 7967 or 3411 7979 預約時間換證。更換新證時, 請携同舊證件/已磨損的證件到來註銷。

4. 遺失與交回

若有遺失職員證/附屬證, 請盡早通知人力資源處。員工離職時, 須交回職員證及名下附屬證。與大學附屬關係完結後, 亦應交回附屬證註銷。補領職員證/附屬證、或於離職時未能交回證件, 須付行政費用。