

Employee Identification Card, Parking Permit, and Keys

Identification Card

For security and other identification purposes, each employee is issued an identification card. This card may be used to borrow books from the Styberg Library and the Northwestern University Library, as well as to gain access to other NU facilities and programs (see “Non-Traditional Benefits” on page 21 of this handbook and on myGETS under the Human Resources section). Employees can obtain identification cards by visiting the Registrar’s Office.

Parking Permit

The NU parking lots immediately south and west of the Seminary are available to employees. If employees live outside the walking zone (boundaries) set by Northwestern University, the business office can issue a parking permit. The numbered parking section adjacent to the Seminary is for faculty and some administrators (as space is available), and these spaces are assigned by the Residential Ministries Office. Other employees park in the non-reserved sections of the parking lot. For details, see Northwestern Transportation and Parking Policies (<http://www.northwestern.edu/transportation-parking/evanston-parking/policies/index.html>).

Keys

For new employees, your supervisor arranges with the Building and Grounds Department for keys to be available for you on your first day of employment. Employees may request additional keys necessary to perform their job from the Director of Buildings and Grounds. At the time keys are received, you sign a form acknowledging receipt of the keys. Keys should never be duplicated. To ensure that Seminary buildings remain secure, lost or stolen keys should be reported immediately to the director of the Building and Grounds Department. Keys remain the property of the Garrett-Evangelical and must be returned when an employee leaves their position at the Seminary.